Preparing Your Tribal IPM in Schools Plan

(Date) 2014

The Tribal IPM in Schools Plan Template is intended to help Tribal agencies develop an implementable and acceptable Tribal IPM in Schools Plan for their communities. Information on EPA’s IPM in Schools program is available on the Internet at: http://www.epa.gov/opp00001/ipm/

This annotated template is a combination of instructions, example text, and references, using the following color code:

*Aqua (italicized) text* are instructions. Add information as described in the instructions. Delete the instructions (*aqua text*) prior to submitting the IPM in Schools Template for signatures, review or approval.

Yellow highlighted text must be replaced with information specific to your document (also remember to update the index page numbers) prior to submitting to EPA and/or Tribal Counsel for review. These are “Fill in the blank” portions of the document: generic text that may be modified by the Tribal representative using this plan, to accommodate their unique situation.

***Prepare a Title Sheet for the School Integrated Management Plan that includes the:*** *Name of document (e.g., Name of Tribe or school IPM in Schools Plan), the name and address of the organization (tribe) to whom the plan applies, the date, and version number of the document. You may use the following format as an example.*

University of Arizona

37860 West Smith-Enke Road,   
Maricopa, AZ 85138. *Replace the U of A information with your own Tribal information.*

School Integrated Pest

Management (IPM) Plan



*Replace the U of A logo with your own Tribal seal.*

Date of Approval:

***Prepare a Signature Sheet for the School IPM Plan:*** *Name and date of document, names and titles of all parties who must approve the document to indicate it is acceptable and has been adopted. You may use the following format as an example. Include on the final IPM in Schools Plan a copy of the final signed signature page. In addition to or as an alternative to the signature page, you can attach a Tribal resolution instead of using the signature page. If a Tribal resolution is attached, include it in the table of content list of appendices.*

School Integrated Pest

Management (IPM) Plan

Signature Page

(or attach a tribal resolution indicating acceptance of the Plan)

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

Name, Title Date

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

Name, Title Date

*(Add more if necessary)*

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*Add your name to the template author’s names and emails*

School Integrated Pest Management (IPM) Plan for Tribal Communities

Coordinate with the Tribal Environmental Office to ensure compliance with tribal and federal laws

This plan is intended for use by Tribal communities establishing or upgrading IPM programs. The plan is suitable for use as a guidance document for schools, child care facilities, community centers, and public housing.

**Contributions by:** Mark Davidson, Arlington school district, Laurie Newton, Days Creek school district, Tom Harris, Dufur school district, Nathan Hughes, Prairie City school District.

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1. **INTRODUCTION**

*Add a background paragraph including the following: where the Tribe is located, acreage and population, 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.*

At (name of Tribe), \_\_\_\_\_\_\_\_\_ pests pose significant problems in school(s*). In the yellow box above, name the most common pests that are a problem in the schools in your community. Generally describe why these pests are a problem. For example, pests such as mice and cockroaches can trigger allergic reactions and asthma. Cockroaches, mice and rats as well as some other pests are vectors of disease causing pathogens. Many children are allergic to honey bee, paper wasp and fire ant stings.*

The pesticides used to remediate these and other pests may be useful tools when used in an IPM program. But pesticides designed to kill or affect pests come with inherent risks to people, animals, and the environment. Pesticides may pose special health risks to children due to their different metabolic demands, developing organ systems, anatomical differences and behavioral habits. Because the health and safety of students and staff is a priority – and a prerequisite to effective teaching and learning – it is the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to approach pest management using the most effective strategy that carries the least possible risk to students and staff.

## DISTRIBUTION LIST

***Complete the table below to indicate the*** *names, titles, and addresses of individuals who will receive a copy of the IPM in Schools Plan, including EPA Project Officers, if applicable. Include individuals as appropriate from Tribal Government, the Environmental Office, schools, etc.*

[The following individuals will receive copies of the Tribe’s approved Tribal IPM in Schools Plan and subsequent revisions.](#DistributionList)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Address** | **Phone Number** | **E-mail** |
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**III. GENERAL APPROACH TO IMPLEMENTING THE INTEGRATED PEST MANAGEMENT PLAN**

Integrated Pest Management, also known as IPM, is a process for achieving long-term, environmentally sound pest suppression through a wide variety of tactics. Control strategies in an IPM program include structural and procedural improvements to reduce the food, water, and access to shelter used by pests. Since IPM focuses on remediation of the fundamental reasons why pests are present, pesticides are used only when necessary, and least-risk products and application methods are used. Due to the Tribe’s concerns about use of pesticides around children and elders, the Tribe chooses to adopt Integrated Pest Management strategies as a way to reduce pesticide use in schools and better protect children from pesticide exposure.

The Tribe intends to use a variety of tools to facilitate the practice of IPM including:

Education and Communication:

* Understand what conditions can cause pest problems, why and how to monitor for pests, proper identification, pest behavior and biology before we can begin to manage pests effectively.
* Communicate about pest issues, use a protocol for reporting pests or pest conducive conditions, and maintain records of actions taken.

Inspect and Monitor for Pests and Pest Conducive Conditions:

* Periodic campus inspections for pests, pest signs, and conditions that can cause pest problems form the back-bone of many IPM programs. Campus inspections should include indoor and grounds areas and annual assessments are considered a minimum commitment.
* Monitoring for pests using insect monitoring traps in pest vulnerable areas such as kitchens and pantry areas is imperative. Light traps may also be used in kitchen areas, and rodent Detex Blox may be advisable if rodents are frequently an issue.

Preventative Maintenance & Pest-proofing:

* Maintain school facilities in good operating condition by providing systematic inspection, identification and correction of facility faults and equipment failures, either before they occur or before they develop into major defects. Store food items in closed containers and place dumpsters further from kitchen doors to help keep pests away.

Improved Sanitation:

* Improve sanitation practices to reduce pest populations. Clean from a pest perspective, with special emphasis on kitchen floor-to-wall corners, under fixed equipment, cracks/crevices and hard to reach recesses in food preparation areas.

Habitat Manipulation:

* Make the school environment less attractive and less supportive of pests, indoors and outdoors.
* For example, maintain uncluttered classrooms to reduce pest harborage opportunities, and maintain healthy turf in playgrounds to deter pests such as fire ants which prefer to colonize poor, bare, and exposed soil.

Cultural Control:

* Use physical and mechanical practices and controls to reduce pests. These include traps for rodents and insects, correct drainage and mulching of landscapes, and keeping vegetation trimmed away from buildings.

Chemical & Biological Pesticides:

* Only use pesticides when necessary.
* Use the least-toxic pesticide options and application methods for non-emergency applications.
* Read pesticide labels prior to purchasing or using pesticide products to help ensure they can and will be used according to the EPA-accepted label.

Plan Implementation

* Periodically review the Plan implementation to ensure that all steps can and are being followed (an annual review is recommended);
* Periodically re-visit the Plan to determine whether it is effective and if there is a need to revise it to keep up with the community’s needs and goals;
* Conduct annual evaluations of pesticide use in participating schools to monitor and document trends in pesticide use including toxicity of products used and amounts applied.

**IV. INTEGRATED PEST MANAGEMENT PLAN GOALS**

This IPM plan is a proactive strategy that:

(A) Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

* Protect the health and safety of students, staff and faculty;
* Protect the integrity of school buildings and grounds;
* Maintain a productive teaching/learning environment;
* Protect local ecosystem health; and
* Are supportive of pollution prevention efforts and Green initiative commitments;

(B) Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

(C) Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest management measures that present a reduced risk or have a low impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

(D) Includes regular monitoring and inspections to detect pests, pest damage, pest-conducive conditions and unsanctioned pesticide usage;

(E) Evaluates the need for pest management by identifying acceptable pest population density levels;

(F) Monitors and evaluates the effectiveness of pest management measures;

(G) Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to manage predictable venomous pests or disease vectoring pests;

(H) Excludes the application of pesticides for purely aesthetic purposes;

(I) Includes school staff education about sanitation, monitoring and inspection and about pests and pest management measures;

(J) Gives preference to the use of nonchemical pest management measures;

(K) Allows the use of low-impact pesticides if nonchemical pest management measures are ineffective; and

(L) Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

## PROGRAM/TASK ORGANIZATION: ROLES AND RESPONSIBILITIES

***Modify the table below to reflect the roles and responsibilities of individuals who will implement the Tribe’s IPM in Schools Plan.***  *List all individuals who are responsible for making decisions and implementing the Plan and others, as necessary.*

**TABLE OF RESPONSIBILITIES**

| **Title** | **Responsibilities** | **Name** | **Phone No. and E-mail** |
| --- | --- | --- | --- |
| Tribal Chair or Council | Approves Plan |  |  |
| School IPM Coordinator | Makes final IPM program decisions about the program; responsible overall for implementation of the plan; trains participants; declares pest emergency; keeps records; reports to Council |  |  |
| School Administrator or Principal |  |  |  |
| School Director of Maintenance |  |  |  |
| School Director of Custodial staff |  |  |  |
| Schools Groundskeeper(s) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Other |  |  |  |
| Other |  |  |  |

*If you have a Tribal organization chart, reference it as an appendix here.*

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

**SCHOOL IPM COORDINATOR**

**Responsibilities:**

**A. Attending IPM training and/or participating in education events each year**

The Coordinator should be knowledgeable about IPM principles and practices. Expertise regarding current exclusion practices, monitoring and inspection techniques, and management strategies for common pests is essential;

**B. Conducting 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 as outlined in Section V below;

**C. Overseeing pest prevention efforts;**

The Coordinator will work with administration, custodian/maintenance, teachers and staff to reduce clutter and food in the classrooms, and seal up pest entry points;

**D. Assuring that the decision-making process for implementing IPM in the district (section VI) is followed;**

The Coordinator will continually assess and improve the pest monitoring, reporting, and action protocols;

**E. Assuring that all notification, posting, and record-keeping requirements in section VII are met when the decision to make a pesticide application is made;**

**F. Maintaining the approved pesticides list as per section VIII;**

**G. Responding to inquiries and complaints about noncompliance with the plan;**

Responses to inquiries and complaints will be in writing and kept on record with the Coordinator;

**H. Placing and checking sticky insect monitoring traps and other monitoring tools around facilities;**

**I.** **Keeping records of pest complaints using pest logs located in the XXXX office;**

**J. Developing protocols and provisions for pest avoidance and prevention during construction and renovation projects.** The Coordinator will be involved in drafting any bids, and will have the authority to halt construction projects if protocols and provisions for pest avoidance and prevention are not being met;

**K. Evaluating the plan and tracking trends in toxicity and amounts of pesticides used;**

**M. Where necessary, coordinate with the Tribal Environmental Office to ensure compliance with Tribal and Federal laws.**

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

**1. Training/Education**

Custodial - The IPM Coordinator (or a designee of the Coordinator) will train custodial staff at least annually on sanitation, monitoring, inspection, and reporting, and their responsibilities as outlined below.

Maintenance - The IPM Coordinator (or a designee of the Coordinator) will train maintenance staff at least annually on identifying pest-conducive conditions and mechanical control methods (such as door sweeps on external doors and sealing holes under sinks), and their responsibilities as outlined below.

**2. Responsibilities**

1. Attending annual IPM training provided by the IPM Coordinator (or designee);
2. Continually monitoring for pest-conducive conditions during daily work, and sealing small holes and cracks when noticed (if this can be done in a short amount of time);
3. Reporting pest problems and pest-conducive conditions that he/she cannot resolve in a short amount of time to the IPM Coordinator;
4. Reporting teachers to the IPM Coordinator who repeatedly refuse to or need assistance to reduce clutter or other pest-conducive conditions in their classrooms;
5. Ensuring that the use of any unregistered or unapproved pesticides (such as aerosol spray cans) discovered in their regular duties or during an inspection is discontinued, and reporting them to the IPM Coordinator. The IPM Coordinator shall work with the Tribal Environmental Office to ensure that any illegal or unapproved pesticides are removed or disposed of properly in compliance with applicable law or returned to the retailer from which they were obtained;
6. Pesticides found in locations posing exposure risks to students (e.g., pesticide containers stored in classroom cupboards or on shelves, easily accessed by students) should be relocated into lockable storage areas or secure custodial closets, and disposed of appropriately;
7. Assisting the IPM Coordinator with resolving issues found in annual inspection reports;
8. Working with the IPM Coordinator to develop a protocol and priority list with deadlines for sealing holes, installing external door sweeps, and other pest exclusion needs which cannot be done in a short period of time.

**GROUNDS DEPARTMENT**

**1. Training/Education**

The head of grounds staff (or designee) will train grounds staff at least once per year. Each year before the training, the head of grounds staff 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 this 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.

**2. Responsibilities**

1. Attending annual IPM training provided by the IPM Coordinator (or designee);
2. Working with the IPM Coordinator to reduce conditions conducive to weeds, gophers, fire ants, other venomous pests, and other outdoor pests;
3. Keeping vegetation (including tree branches and bushes) at least 18 inches from building surfaces;
4. Proper mulching in landscaped areas to reduce weeds;
5. Proper fertilization, over-seeding, mowing height, edging, drainage, aeration, and irrigation scheduling in turf areas to reduce weeds;
6. When the decision is made to apply a pesticide, following notification, posting, record-keeping and reporting protocols in Section VII.

**KITCHEN STAFF**

**1. Training/Education**

The IPM Coordinator (or a designee of the Coordinator) will train kitchen staff at least once per year on the basic principles of IPM and their responsibilities as outlined below.

**2. Responsibilities**

1. Attending annual IPM training provided by the IPM Coordinator (or designee);
2. Assuring floor under serving counters and movable equipment is kept free of food and drink debris;
3. Avoiding long-term storage or use of cardboard boxes;
4. Removing recycle products daily;
5. Keeping outside doors closed at all times (except during deliveries and emptying trash);
6. Keeping all food items in sealed containers;
7. Immediately reporting any sightings of rodents or rodent droppings to the IPM Coordinator, and following up with an email to the Coordinator (for records);
8. Reporting to the Coordinator any pest-conducive conditions that require maintenance (e.g., leaky faucets, dumpster too near building, drains need cleaning, build-up of floor or equipment grease requiring enzymatic foam treatments).

**FACULTY**

**1. Training/Education**

The IPM Coordinator (or a designee of the Coordinator) will train faculty and principals at least once per year on the basic principles of IPM and their responsibilities as outlined below. These short (15 – 20 minutes) training are arranged by the Coordinator with individual principals when openings in their school Faculty Meeting schedules permit. During the training, the Coordinator will review the following with Faculty:

1. What pest-conducive conditions are (clutter, food debris, moisture, cracks, holes, etc.), and the importance of reporting these in a timely manner;
2. The importance of keeping their classrooms and work areas free of clutter;
3. The importance of having students clean-up after themselves when food or drink is consumed in the classroom;
4. Basic IPM philosophy and practical application in the classroom.

**2. Responsibilities**

1. Attending annual basic IPM training provided by the IPM Coordinator (or designee);
2. Keeping their classrooms and work areas free of clutter;
3. Making sure students clean up after themselves when food or drink is consumed in the classroom;
4. Reporting pests and pest-conducive conditions to the IPM Coordinator, in-person - by email - by letter. In emergency situations, by phone.

**SCHOOL PRINCIPAL**

**1. Training/Education**

(Same training/education as Faculty)

**2. Responsibilities**

* 1. Scheduling time for teachers to receive annual training provided by the IPM Coordinator (or designee);
  2. Attending annual IPM training for teachers;
  3. Assuring that teachers keep their rooms clean and free of clutter in accordance with the IPM Coordinator’s instructions;
  4. Assuring 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;
  5. Working 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, e-mail, the district website, letter home, or other communication form;
  6. Support IPM coordinators, pest management professionals, custodial and maintenance staff actively involved in IPM and communicating behavior changes to teachers and staff.

**OTHER**

**1. Training/Education**

Basic training on the principals of IPM and the main points of this IPM Plan should also be provided to school nurses, administrative staff, the superintendent, and students. In particular school nurses should be provided with up-to-date information on pertinent public health pests (mosquitoes, bed bugs, head lice, scabies, etc.). Coaches who use athletic fields should be given an overview and updates of basic monitoring and IPM practices for turf so they understand key pest problems to look out for and when to report them.

The Tribal Council may be offered presentations and / or policy recommendations based on community needs assessments and/or success.

**2. Responsibilities**

All staff are responsible for keeping their work areas free of clutter, and reporting pests and pest-conducive conditions to the IPM Coordinator. Students are responsible for reporting pests to their teachers.

**VI. PLAN IMPLEMENTATION**

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

Monitoring is an important requirement and the backbone of the (Insert name of Tribe) IPM Program. It can be defined as the regular and ongoing inspection of areas where pest problems do or may occur. Information gathered from these inspections will be recorded, reported and maintained by appropriate parties as described below and in other relevant sections of this document.

As much as possible, pest monitoring inspections should be incorporated into the daily activities of school staff. Staff training on monitoring should include what to look for and how to record and report the information.

**For the purpose of this Plan, an acceptable pest threshold** is the number of pests that can be tolerated before taking action. The acceptable threshold for German cockroaches, mice, rats, raccoons, opossums, skunks, and nutria is 0.

Acceptable thresholds for other pests will be determined by the IPM Coordinator and the IPM in Schools Coordinator.

* **Monitoring & Reporting – All Staff**

After a brief (15 – 20 minute) training by the IPM Coordinator (or designee) on pests and pest-conducive conditions, staff will be encouraged to report pests or pest-conducive conditions they observe during the normal course of their daily work. Any pests or pest-conducive conditions will be reported to the IPM Coordinator either orally, or by e-mail, using Pest Logs, or written letter to the Coordinator.

* **Monitoring & Reporting – IPM Coordinator and Custodial/Maintenance Staff/Public Works Staff**

During the normal course of their daily work, the IPM Coordinator and custodial/ maintenance staff will monitor structures and building perimeters for:

1. Pest-conducive conditions inside and outside the building (structural deterioration, holes that allow pests to enter, conditions that provide pest harborage and/or resources);
2. The level of sanitation inside and out (waste disposal procedures, level of cleanliness inside and out, conditions that supply food and water to pests);
3. The amount of pest damage and the number, types and location of indications that pests are present (rodent droppings, termite shelter tubes, cockroaches caught in sticky traps, etc.);
4. Human behaviors that affect the presence of pests (food preparation procedures, concessions procedures, classroom food, etc.);
5. Their own management activities (sealing, cleaning, setting out traps, treating pests, etc.) and their effects on the pest population;
6. Placement and contents of sticky monitoring traps: In addition to monitoring for pests and pest signs, the IPM Coordinator and/or Custodial/ maintenance or public works staff (after proper training by the IPM Coordinator) will be responsible for setting and checking sticky traps in the kitchen and any other “pest vulnerable location, as the IPM Coordinator deems necessary once per month, and replacing them once every three or four months. All staff will be made aware of the traps and their purpose so they don’t disturb them. See Appendix 1 for more information on monitoring for insects;
7. Snap traps and Detex Blocks for rodent monitoring: In addition to monitoring for signs of rodents (droppings, gnawing, hair, etc.), the IPM Coordinator and/or Custodial/maintenance/public works staff (after proper training by Coordinator) may place snap traps in locked boxes in the kitchen (and any other area the IPM Coordinator deems necessary), and/or Detex Blox in bait boxes outside, to be checked monthly by the IPM Coordinator.

* **Monitoring & Reporting – Grounds Staff**

During normal daily activities, grounds staff will monitor for invasive weeds, rodents, venomous pests, and other outdoor pests or pest-conducive conditions, and on finding any of them, inform the IPM Coordinator.

* **Reporting “Pests of Concern”**

“A pest of concern” is a pest determined to be a public health risk or a significant nuisance pest. These include cockroaches (disease vectors, asthma triggers), mice and rats (disease vectors, asthma triggers), venomous pests (stings may cause anaphylactic shock), grounded bats, raccoons, cats, dogs, opossums, skunks (bites can transmit rabies), and bed bugs (significant nuisance and public health pest).

**When pests of concern (or their droppings, nests, etc.) are observed, staff will contact the IPM Coordinator immediately.**

* **Action!**

a) Structural

Any items (such as sealing up holes) that custodial and maintenance staff observes that they can resolve, should be corrected and reported to the IPM Coordinator. The IPM Coordinator will keep records of these actions using Pest Logs or a similar reporting system.

If the actions needed are not something that can be accomplished alone with minimal time, the IPM Coordinator will contact them to develop a plan of action with a proposed deadline for completion based on the severity of the risk or nuisance.

The IPM Coordinator will inform the superintendent of actions being taken and work performed, and monitors the completion of tasks. The IPM Coordinator will keep records of actions taken and work performed using Pest Logs or a similar reporting system.

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

b) Grounds

When pests on grounds reach a threshold established by the IPM Coordinator, action will be taken.

Any items that grounds staff observe that they can resolve should be corrected and reported to the IPM Coordinator. The IPM Coordinator will keep records of these actions using Pest Logs or similar reporting system.

If the actions needed are not something that can be accomplished alone with minimal time, the Coordinator will meet with them to develop a plan of action with a proposed deadline for completion based on the severity of the risk or nuisance.

The IPM Coordinator will inform the superintendent of actions being taken and work performed, and monitors the completion of all tasks. The Coordinator will keep records of actions taken and work performed, time invested and money spent using Pest Logs or similar reporting system.

**B. Inspections**

The IPM Coordinator will conduct an annual inspection using the annual IPM inspection form (Appendix 2). During the inspection he or she will also inspect or review and identify:

1) Human behaviors that affect the pests (working conditions that encourage or support pests, food preparation procedures that provide food for pests, etc.);

2) Management activities (sealing, cleaning, setting out traps, treating pests, etc.) and their effects on the pest population;

3) Total amount and types of pesticides applied at various sites and in total, in comparison with previous years.

1. **Forms**

***List all the forms and paperwork which the program requires and include an example as an appendix (a photocopy can be used).*** *Make it clear what the purpose of the form is, who is responsible for filling it out, to whom it is submitted, and how it is maintained in the files. You may use the following table as a guideline:*

| **Form or Report Name** | **Purpose** | **Completed by** | **Submitted to** |
| --- | --- | --- | --- |
| Pest Monitoring Form | To be used when conducting routine pest monitoring |  |  |
| Pest Sightings and Pest Conducive Conditions | To be completed by any schools staff to report pests of pest conducive conditions | Inspector |  |
| Pest Log |  |  |  |
| Request to Fix Pest Conducive Conditions |  |  |  |
| Annual Report  (Appendix \_\_\_) |  | IPM Coordinator | Tribal Council |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| Additional forms (list) |  |  |  |

### 

### **Filing Procedures (Paper Files)**

*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 copies of all of the above forms in a folder.

When a case is closed (a pest management action is completed or a pest issue is resolved), the report along with the appropriate forms is filed alphabetically, by facility or site name, or by year in the filing cabinet, which is located [describe location].

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

IMPORTANT: If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps. When the IPM Coordinator, after consultation with school faculty and administration, determines that the presence of a pest or pests immediately threatens the health or safety of students, staff, faculty or members of the public using the campus, or the structural integrity of campus facilities, he or she may declare a pest emergency. Examples include (but are not limited to) venomous insects swarming in areas frequented by children, or a potentially rabid animal in an area frequented by children. The Coordinator will keep records of actions taken using Pest Logs or similar reporting system and will immediately notify appropriate parties, such as the tribal council, of the evacuation.

**F. Annual IPM Report (completed by IPM Coordinator)**

In January of each year, the IPM Coordinator will provide (Insert the name of the governing body an annual IPM in Schools report. The report will include a summary of data gathered from Pest Logs, or e-mails, or Coordinator notes, or other reporting system, as well as costs for PMPs and pesticides (including turf and landscape pesticides). Costs for items such as sealants, fixing screens, door sweeps and other items that would not normally be considered part of pest control will not be recorded.

Prevention and management steps taken that proved to be successful will be described. In addition, the report will include a description of prevention and management approaches that proved to be ineffective and led to the decision to make a pesticide application will be copied and pasted or incorporated into the annual report of pesticide applications (see section VII).

The report shall also include detailed information showing any reduction or increase in the amount or toxicity of pesticides used, compared to the previous year. This information shall assist the IPM Coordinator and the governing body to determine the success of the IPM in School Plan and program.

**VII. PESTICIDE APPLICATIONS: REQUIRED NOTIFICATION, POSTING,**

**RECORD KEEPING, AND REPORTING**

Any pesticide application (this includes weed 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 Insert the name of your governing body). At the beginning of each school year, all faculty, administrators, staff, and parents/guardians will be given a list of authorized potential pesticide products that may 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 sample notification form in Appendix 3.

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

When prevention or management of pests through other measures proves 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. If the labeling of a pesticide product specifies a reentry 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 reentry time. If the labeling does not specify a reentry time, a pesticide may not be applied to an area of a campus where the school expects students, staff, or faculty to be present before expiration of a reentry 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, area ventilation and whether the area will be cleaned before students are present. Reentry periods that go beyond label recommendations may be established by the IPM Coordinator (in consultation with the Insert the name of your governing body), and may be reviewed annually.

The IPM Coordinator (or a designee of the Coordinator) will give **written notice** of a proposed pesticide application to the school office and 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, active ingredient, type of pesticide product and formulation, 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 of the Coordinator) shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending 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 expected or actual 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 until after consultation with school faculty and administration.*

2) *If a pesticide is applied at a campus due to a pest emergency, the Coordinator shall review the IPM plan to determine whether modification of the plan might prevent future pest emergencies, and provide a written report of such to Insert the name of your governing body.*

3) The *Insert the name of your 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 a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps.

If a pest emergency makes it impracticable to give 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 Coordinator or designee shall place notification signs around the area as soon as practicable but no later than at the time the application occurs.

**C. Record Keeping of Pesticide Applications**

The IPM Coordinator or designee shall keep a copy of the following pesticide product information 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:

* A copy of the label
* A copy of the SDS
* The brand name and signal word
* 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 condition that prompted the application
* The type of application and whether the application proved effective
* The pesticide applicator’s license or certification numbers
* 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 given, including the dates the IPM Coordinator gave the notices

**D. Annual Report of Pesticide Applications**

In January of each year, the IPM Coordinator will provide Insert the name of the governing body an annual report of all pesticide applications made the previous year. The report will contain the following for each application:

* The brand name, signal word, and USEPA registration number of the product applied
* The approximate amount and concentration of product applied
* The location(s) and date(s) of the application
* The prevention or management steps taken that proved to be ineffective and led to the decision to make a pesticide application
* The type of application and whether the application proved effective

**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 Insert the name of the governing body may adopt a list of low-impact pesticides for use as part of their Integrated Pest Management Plan.

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

(a) Reduced-risk pesticide products or pesticides that contain a pesticide product or active ingredient that requires no signal word or has the signal word “caution” on the label;

(b) Pesticides that do not contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; and

(c) Pesticides that do not contain a pesticide product 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.

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

The National Pesticide Information Center (<http://npic.orst.edu/>) 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 can be found in Appendix 4 (Hiring an Outside Contractor).

**Appendix 1: Monitoring for Insect Pests**



IPM in Schools/Child Care

Pest Monitoring Protocol

**When placing pest trapping monitors it is important to remember a few things:**

* Monitors should be placed in **all** pest vulnerable areas (PVAs) and known hot spots.
* Monitors should be placed against a wall and/or on a window ledge. Secluded corners are often good spots.
* Monitors should be placed out of the way of people or activities.
* All monitors should have a placement date and number.
* Monitor placement should be documented in case someone else has to retrieve them.
* Monitor locations should cover the site well. Use too many as opposed to too few.
* Place traps near to persistent pest conducive conditions (PCCs). This can document the effect of the PCC so a maintenance or repair order can be placed.
* Monitors should be re-locatable so you can target the pest.
* Stickers may be used to locate monitors that are placed underneath shelving or equipment.  Sticky dots placed at eye level may be used to give a clear indication where monitors have been placed.
* If monitors are placed in a classroom, the teacher should be informed of its purpose.
* Monitors should be “read” monthly and *should be changed* when it is filled with pests, dust/dirt, or *when three months have passed.*
* Typically an elementary school will require 20 monitors, a middle school 35, and a high school 40.

|  |  |
| --- | --- |
| **PVAs** | **Monitor Placement Area** |
| 1. Kitchen/Cafeteria | Dry storage and pantry, dishwasher area, near external cafeteria doors, near floor drains, and within the lower panels of serving counters. |
| 1. Staff lounge | Behind vending machines, in counter or drawer, behind microwave, and next to refrigerator. |
| 1. Custodian’s storage | Under shelving, near to floor sink, near external door (if present). |
| 1. Reported hot zones from pest sighting log | Under counters, sinks, near windows. |
| 1. Special education or kindergarten classrooms | Near food preparation area, near backpack storage, under sink. |
| 1. Home economics/ Life skills classrooms | Near stove or refrigerator, near washer/dryer, under counter. |
| 1. Stage areas | Under stage storage, equipment room. |
| 1. Locker areas | Under or close to lockers. |
| 1. Concession stands | Under counters or equipment. |
| 1. Classrooms with animals/plants | Near pets, food/bedding, or plants. |
| 1. Cluttered classrooms | Remove clutter, monitor storage areas, under sinks. |
| 1. Bathrooms (if there is a problem) | Near external doors, near cracks and crevices, near utility pipes without escutcheon plates. |
| 1. Nurses station (if there is a problem) | Under desk, under sink, near external door. |

**General Information:**

Monitors should be placed on the floor against walls and/or on window ledges. If monitors are likely to be moved, use the double sided tape to fasten the monitor in place. If monitors are not catching pests, 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 coverings, and spider webbing all serve to help you monitor for pests. Monitoring stations should not be stored alongside volatile pesticides or strong smelling substances.

There are flat traps, box traps, matchbox style traps, tent traps, etc. which all come in a variety of sizes. There are pheromone attractants available which are specific to a targeted pest. Experiment with the different options so see what works most effectively in your own specific sites. If pest managers are having trouble with the traps collapsing, try the matchbox style, which are a lot more robust.

**Appendix 2: Annual IPM inspection form**

IPM in Schools

Inspection Checklist

1. **School name & district:**
2. **Audit participants:**
3. **School site details** (names, phone numbers and/or e-mails**):**

* Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Age of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Area (ft2):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of students:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Director of Operations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* IPM specialist:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Building Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Grounds Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of custodians:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contractual custodians:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Kitchen manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* On-site food preparation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* School nurse:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Pest Management Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Waste Management:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Perceived pests:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Observed pests:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* On-site food preparation::\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Baits:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Monitor traps:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Pest sighting logs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Training programs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Pest management education for staff/faculty:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Information systems:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sanitation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Pest Press:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. Building Exterior**

**Areas to inspect:**

|  |  |  |  |
| --- | --- | --- | --- |
| * Windows & screens | * Dumpsters | * Trash cans | * Food areas & tables |
| * Trees & shrubbery | * Turf | * Covered areas | * Eves & walls |
| * Lights | * Conduits | * Cold seems | * Fence lines |

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*i.e., are there gaps between window or screen and frame? Are dumpsters located away from building, closed, and relatively clean? Are trees overhanging building? Are shrubs shoulder-width away from building? Is there evidence of water damage on eves or walls, or spider webbing? Do lights have webbing or evidence of bird activity around them? Do they flood irrigate& does the water tend pool anywhere?*

**B. Comments on Building Exterior**

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1. **Kitchen Food Preparation On-site? Yes No**

**Areas to inspect:**

|  |  |  |  |
| --- | --- | --- | --- |
| * Pantry | * Under counters & appliances | * Trash cans | * Stored food bins |
| * Dishwashing area | * Floor drains & sinks | * Cookware storage area | * Garbage disposals |
| * Ceiling tiles | * Backdoor & exterior cafeteria doors | * Counter tops | * Pantry shelving |

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What to look for: Behind bulletin boards, on window sills, how close is dumpster to back door, efficiency of air-curtains on doors, external door seals, drains have metal baskets, corner clean, are floors steam cleaned or power washed periodically? Pest monitoring log available?

1. **Kitchen Storage Specifics**

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**E. Custodian’s Closet – room # \_\_\_\_\_\_\_\_\_\_\_**

**Areas to inspect:**

|  |  |  |  |
| --- | --- | --- | --- |
| * Mops & brooms clean? | * Clutter? | * Sink | * Pesticides? |
| * Clutter? | * Racks used for brooms and mops? | * Shelving? |  |

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**F. Nurse’s Office**

**name/room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Areas to inspect:**

|  |  |  |  |
| --- | --- | --- | --- |
| * Inside cupboards | * Under sinks | * Under & behind furniture | * Overhead lights |
| * Teacher’s cupboards | * Drains | * Corners | * Lost and found |
| * Class pets | * Recycle containers | * Air-fresheners | * Candles |
| * Clutter | * Access to chemicals |  |  |

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**G. Classrooms**

**name/room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**G. Teacher’s Lounge 🕱**

**Areas to inspect:**

|  |  |  |  |
| --- | --- | --- | --- |
| * Under furniture & cushions | * Sinks | * Under & behind vending machines | * Overhead lights |
| * Cupboards | * Microwave | * Oven | * Refrigerator |
| * Counters | * Biohazard suits needed? |  |  |

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| Biohazard Warning Sign  What to look for: Behind bulletin boards, on window sills, corner clean, what is in the refrigerator/under microwave? Pest monitoring log available? Pest Press posted? Window sills, ceiling tiles. |

**H. Hallways, Main Office**

**name/room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Areas to inspect:**

|  |  |  |  |
| --- | --- | --- | --- |
| * Corners | * Overhead lighting | * Under & behind furniture | * Exterior doors |
| * General sanitation | * Ventilation | * Windows | * Ceiling tiles |
| * Bulletin boards |  |  |  |

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General observations, quotes, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 3: Pesticide Application Notification Form**

NOTICE OF

PESTICIDE APPLICATION

For further information regarding this notice please contact the IPM Coordinator for [insert name of school]:

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/was performed on: DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 required by product label:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of the possible adverse effects of the pesticides as per the Safety Data Sheet (SDS) for the pesticides to be used, if available:**

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

**Pesticide(s) product-label instructions and precautions related to Public Safety:**

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

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

**License Number\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The 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 (ENTER DATE) by and between (ENTER CONTRACTOR NAME) (“Contractor”) and (ENTER SCHOOL DISTRICT NAME).

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

(ENTER 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 following school districts’ objectives:

Structural and landscape pests, as well as pesticides used to control them, can pose significant problems to people, property, and the environment. The District will therefore adopt procedures to incorporate IPM for management of pests on school property. 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 of or damage to school structures or property.
* Reduce the likelihood of pests spreading into areas beyond school sites.

Pursuant to the terms set forth herein, the Contractor wishes to provide such services to school districts on such terms;

NOW, THEREFORE, the parties agree as follows:

**Scope of Services**

The Contractor shall provide to (ENTER SCHOOL 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 (ENTER SCHOOL 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 control 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**

(ENTER SCHOOL 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 invoice.

**Contractor Employment Status**

The parties intend that this Agreement create an independent contractor relationship between the Contractor and (ENTER SCHOOL NAME). (ENTER SCHOOL NAME) is interested only in the end results achieved by the Services of the Contractor and that they conform to the requirements specified in this Agreement. The manner of achieving those results and the right to exercise control or direction as to the details, means and method by which the Services are completed is the responsibility of the Contractor except to the extent provided for in this Agreement.

Neither the Contractor nor its employees or subcontractors are agents or employees of (ENTER SCHOOL NAME) for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever, and neither has any authority to enter into any contract, assume any obligations or make any warrants or representations on behalf of the other.

(ENTER SCHOOL 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 limitation, federal and state income tax, social security tax (FICA), 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 (ENTER DATE), and shall continue for a 12 month period ending (ENTER DATE). After the initial term of one year, (ENTER SCHOOL NAME), at its option, may extend this Agreement for two (2) successive one-year periods to (ENTER DATE), or (ENTER DATE), by notifying the Contractor at least ninety (90) days prior to the then current term. (ENTER SCHOOL NAME) extends this Agreement, the same terms, conditions, and method of payment shall apply during the extension period unless otherwise modified by both parties.

**Notices**

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

|  |  |
| --- | --- |
| **Contractor:** | **SCHOOL NAME:** |
| ENTER NAME AND ADDRESS | PLACE CONTACT INFORMATION AND SCHOOL ADDRESS HERE |

**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), President  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. 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 annual inspections of all facilities, pest monitoring on a monthly basis at the minimum, proper identification and management of pests consistent with IPM principles, and recommendations to prevent future 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 suppression through the use of a variety of management practices, including structural and procedural modifications that reduce pest access, food, moisture and harborage. Chemical methods are applied only on an “as needed” basis. 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 where they are inaccessible to children, faculty, and staff.

The Contractor shall adequately suppress the following pests:

* Indoor populations of rodents, insects, arachnids, and other arthropod pests not specifically excluded from the contract.
* Outdoor populations of potentially indoor-infesting species that are within the school property.
* Nests of stinging insects within the property boundaries of the specified buildings.
* Individuals of 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.
* Plant-feeding pests.

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.

*\*\*\* Below is a table to assist you in determining the level of pest control for each school campus and building.*

**Table 1** All School Building and Campuses To Be Covered Under Pest Control Service Summary

|  |  |  |  |
| --- | --- | --- | --- |
|  | *SCHOOL* | *LOCATION* | *Square Feet (s.f.)* |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 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 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 after each site visit. These should be separate 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 not incurred prior to 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 shall be required 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 shall 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.

**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 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 all 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 prosecute 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 shall be 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 shall 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.

**Insurance Requirements**

The Contractor shall purchase and maintain insurance standards set forth by the Tribe. 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 loses other-wise 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, 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. The Contractor shall be responsible for any citations(s) received for non-compliance with regulations/standards relating to any failure of performance/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/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.

|  |  |
| --- | --- |
| **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 pest 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 the Contractor’s knowledge about pests and their management, not the application of pesticides. The service provided will include detailed annual inspections of all facilities, pest monitoring on a monthly basis at the minimum, proper identification and management of pests consistent with IPM principles, and recommendations to prevent future 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 suppression through the use of a variety of management practices, including structural and procedural modifications that reduce pest access, food, moisture and harborage. Chemical methods are applied only on an “as needed” basis. 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 where they are inaccessible to children, faculty, and staff.

The Contractor shall ensure that staffs assigned to this project are adequately trained in IPM techniques and that the most current IPM procedures are followed.

This Agreement 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 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 is the Integrated Pest Management (IPM) Coordinator, (ENTER IPM COORDINATOR’S NAME). 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.

**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 pest presence, access 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. Monitors shall be in good working 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.

Materials and Equipment: The Contractor shall provide current labels and Safety Data Sheets (SDS) 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 service schedules that include 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 IPM building 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) day in advance.

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.

**Records and Documentation**

The Contractor shall be responsible for maintaining a pest control logbook for each school district site and facility specified in this Agreement. 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:

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

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 taken, follow-up required and duration of visit for each site visit. Special note of emergency 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.

**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:

* Man-hours for routine services
* Location, man-hours, and work description of special, emergency, and additional services
* Identification and listing of type and quantity of pesticides and containerized baits used
* Written statement of recommended structural and procedural modifications for District facilities
* Include service ticket specs from Structural Pest Control Service

**Service Requirements**

Professional Services: The services/consultation of an Entomologist or Biologist must be provided to the school system at no additional cost if the need arises.

Training and Updates: The Contractor may be asked to conduct 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.

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. 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 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 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 Tribe.

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 Pest Management Plan or pre-approved by the IPM Coordinator. 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 use of a Category RED pesticide in a school is considered unnecessary and is not part of an IPM program. Use of a Category YELLOW pesticide is considered only in those unusual circumstances where alternative treatments have failed. Chemical pest management strategies shall be initiated with GREEN Category pesticides when deemed appropriate by the IPM Coordinator and the certified applicator.

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 where there is a potential for insects and rodents will be evaluated on a case-by-case basis with the IPM Coordinator.

When the application of chemical control products is necessary, the Contractor shall employ the least hazardous materials, most precise application techniques, and the minimum quantity of pesticide necessary to achieve control. The Contractor shall provide the IPM Coordinator at least a 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” 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 (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. 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 the buildings specified in this Agreement.

Non-pesticide controls include the use of a portable vacuum for initial pest suppression 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 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. The Contractor is responsible for disposing of all trapped rodents or rodent carcasses in an appropriate manner. Other treatment techniques require the submittal to the Pest Control 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 interior 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 emphasize the direct treatment of rodent borrows wherever feasible.

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. 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.

**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 suppressing 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 insure 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |