

## IPM Compliance Checklist for Maine Schools

Requirement	Action	Yes	No
<b>IPM Policy</b>	Has a written IPM policy been adopted?		
	Has the IPM policy been implemented?		
<b>Notice</b>	Is a notice about the school's IPM policy and pesticide use included in the student/parent and staff handbooks?		
	Does the notice include statements of the following?: <ul style="list-style-type: none"> <li>• That an IPM policy has been adopted</li> <li>• That pesticides may be used periodically</li> <li>• That the school will provide notification of specific pesticide applications</li> <li>• Where records of pest monitoring and pesticide applications may be seen (Pest Management Log)</li> <li>• Where the IPM policy, standards of application and state regulations may be reviewed</li> <li>• Information on how to contact the IPM Coordinator</li> </ul>		
<b>IPM Coordinator</b>	Has the school appointed a <u>school employee</u> as the IPM Coordinator?		
	Is the Coordinator responsible for pest monitoring, pesticide applications and all notification activities?		
	Does the Coordinator maintain the following: <ul style="list-style-type: none"> <li>• A copy of the school(s) IPM policy</li> <li>• A copy of state rule CMR 01-026 Chapter 27 (Standards for Pesticide Applications and Public Notification in Schools)</li> <li>• Current pest management activity log(s) (see below)</li> </ul>		
	Has the name and contact information (e-mail address and phone number) of the IPM Coordinator been reported annually by Sept 1 via Department of Education NEO Staff Reporting system?		
	Has the Coordinator completed the required Initial and Comprehensive training and earned 1 hour of IPM continuing education per year?		
<b>Pest Management Activity Log</b>	Does the Pest Management Log have records for at least the preceding 2 years of: <ul style="list-style-type: none"> <li>• all pest monitoring/sighting records</li> <li>• specific name of pests and IPM steps taken to control them</li> <li>• pesticide applications including date, time, location, trade name of product applied, EPA registration number, company name (if applicable) and name and license of the applicator.</li> <li>• If a product has no EPA Registration number, a copy of the label</li> <li>• IPM Coordinator authorization for all non-exempt applications</li> </ul>		
<b>Employee, Parental and Guardian Notification of Pesticide Application</b>	Do notices of pesticide applications include the following? <ul style="list-style-type: none"> <li>• Trade name and EPA registration number of the pesticide</li> <li>• Approximate date and time of application</li> <li>• Name and phone number for additional information</li> </ul>		

	<ul style="list-style-type: none"> <li>• Location of the application</li> <li>• Reason for the application</li> </ul>		
	*During the regular school year are notices of pesticide applications sent to staff and parents/guardians at least 5 days prior to the application? (see note below)		
<b>Signage</b>	*Are signs posted in a common area and at entry points to application areas at least 2 working days prior to an application? (see note below)		

\* except for applications of bait blocks, gels, pastes, granular or palletized materials placed in areas inaccessible to students, and hand-powered application of general use ready-to-use pesticides for emergency control of stinging or biting insects.

<b>Requirement</b>	<b>Action</b>	<b>Yes</b>	<b>No</b>
	Do signs remain in place at least 48 hours after an application?		
	Are indoor signs <ul style="list-style-type: none"> <li>• 8.5" wide x 11" tall</li> <li>• Light colored with dark bold letters</li> <li>• Have the word "Caution" in 72 point</li> <li>• Have the words "PESTICIDE APPLICATION NOTICE" in 30 point type or larger</li> <li>• Have all the information included in the Notice of Pesticide Application provided to staff, parents and guardians in at least 12 point type (see above)</li> </ul>		
	Are outdoor signs made of rigid weather resistant materials and include all the above information and the BPC designated symbol?		
	Are outdoor signs at least 5" wide x 4" tall?		
<b>Application</b>	Are applications done according to the IPM policy and by a state licensed Applicator?		
	Are indoor pesticide applications limited to baits, wall void and crack/crevice treatments and pool/spa disinfectants unless pests threaten the health and safety of occupants as determined by the IPM coordinator?		
	Prior to a pesticide application have <ol style="list-style-type: none"> <li>1. pests and pest conducive conditions been monitored?</li> <li>2. pests been identified and determined to exceed acceptable thresholds?</li> <li>3. acceptable non-pesticide control measures been taken?</li> </ol>		
	Is the ventilation/air conditioning shut off or the building evacuated during indoor applications when space, spot, surface or fumigation treatments are applied?		
	Are people other than essential staff kept outside the room when pesticides other than baits, pastes or gels are applied?		