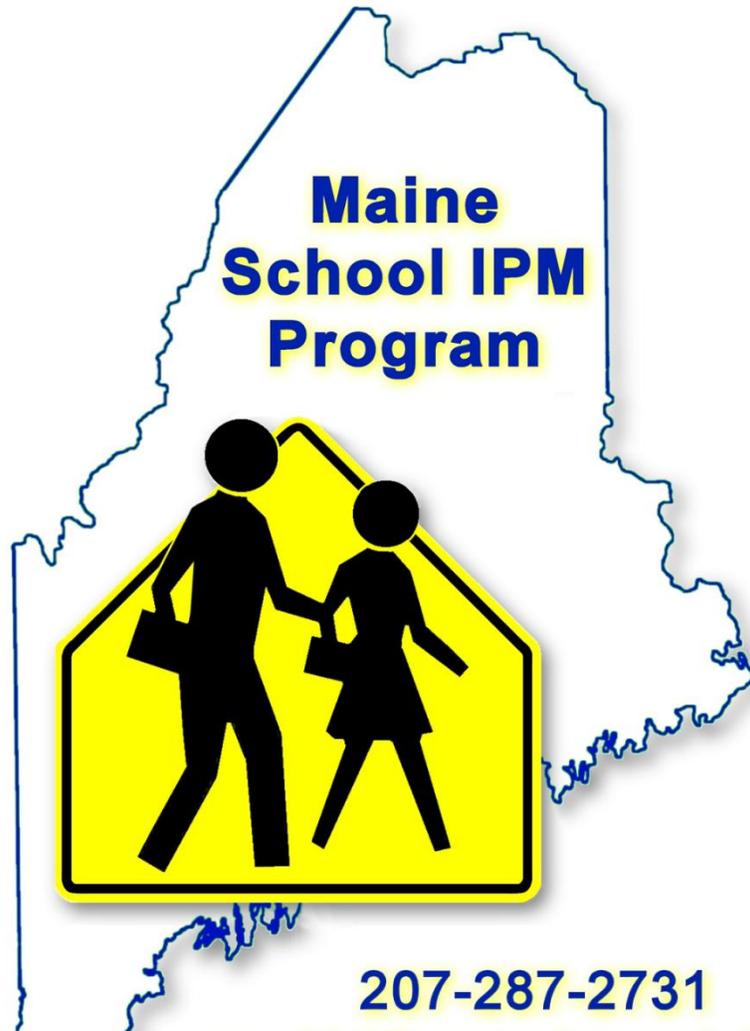


# School IPM



## Pest Management Activity Logbook

# Table of Contents

## **Chapter 27**

Maine School IPM Regulation

**IPM Policy** and copy of **Policy Notice**  
(from Student/Staff Handbook)

**Training Records**

## **Pest Monitoring Records**

Pest Monitoring/Pest Sighting Log  
Trap and Bait Station Log

## **Pesticide Records**

Parent/Staff Notification Records  
IPM Coordinator Authorization Record

**Inspection Records**

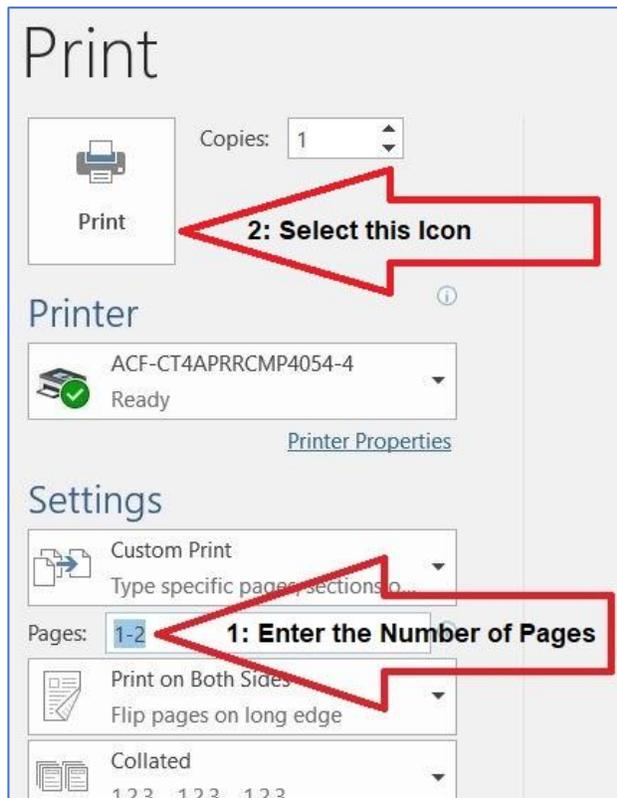
**IPM Plan**

**Pest Management Contract/Service Agreement**

# Printing, Assembling and Understanding the School IPM Logbook

A School IPM Pest Management Activity Logbook is an essential and required tool for the IPM Coordinator. Although the logbook, in its entirety, can be a little daunting, this tutorial will introduce each section individually, which will allow you to fully comprehend the logbook as each section is discussed.

A standard binder, access to a printer and a three-hole punch is all you'll need to get started, and to that point, let's get started by printing the Cover and Table of Contents for the logbook.



If you were to press the **Ctrl** and **P** keys at the same time, the *Printer Driver* would appear. Underneath the window that displays the printer are the settings for the document to be printed. The second window down, within this cluster of options, pertains to the pages of the document you would like to print. If you were to enter the Number 1, followed by a hyphen, followed by the Number 2 in the box indicated, pages 1 and 2 of this document would print.

Coincidentally, pages 1 and 2 of this document are the Cover and the Table of Contents to the Logbook.



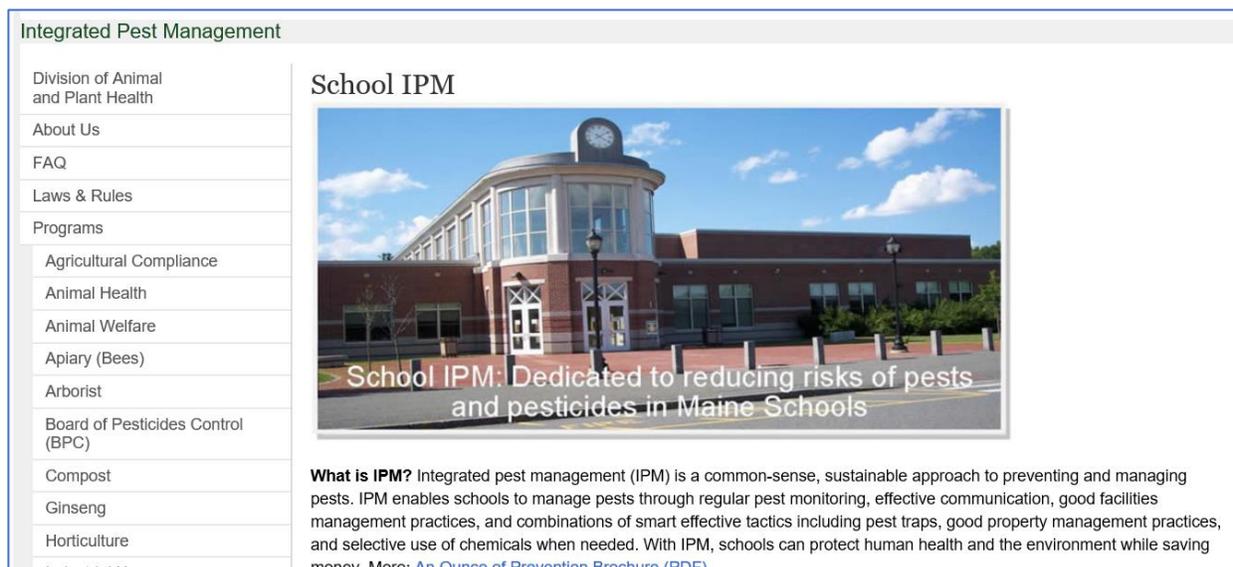
Once those pages have been printed, selecting the Back Arrow will return you to this document.

Now that those pages have been printed, slide the Cover into the front of the logbook, run the Table of Contents through the three-hole punch, place the Table of Contents as the first page of the logbook and let's look at each section of the School IPM Pest Activity Logbook individually.

Clicking on the (below) link will take you to the School IPM Website

[https://www.maine.gov/dacf/php/integrated\\_pest\\_management/school/index.shtml](https://www.maine.gov/dacf/php/integrated_pest_management/school/index.shtml)

The School IPM Website looks something like this:



From this webpage, everything logbook-related is presented. Presentations that are underlined and in blue are interactive; in that, whatever is underlined and in blue is an option that can be <click-selected>. Making any selections on this webpage will present an additional web page that correlates to your selection.

Just as an essential aside, it wouldn't be a bad idea to press the **Ctrl** key, as an underlined and in blue option is <click-selected>, because your selection will open under an additional tab. Tabs are easier to manage and close, after the required information has been accessed and printed, when compared to repeatedly clicking the <back button>, in hopes of returning to where you first started ... and, it's quicker, too.

As a practical exercise, let's use this process to access and print the first section of the IPM Logbook.

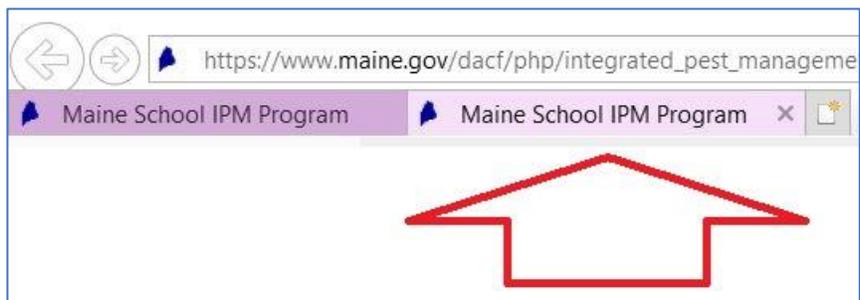
1. **The first section of the logbook is the regulation that applies to pesticide applications and notifications in schools, grades K through 12.** This regulation, known better as Chapter 27, can be found on the School IPM website, as referenced above.

Integrated Pest Management	
Division of Animal and Plant Health	<h2>School IPM</h2>  <p><b>What is IPM?</b> Integrated pest management (IPM) is a common-sense, sustainable approach to preventing and managing pests. IPM enables schools to manage pests through regular pest monitoring, effective communication, good facilities management practices, and combinations of smart effective tactics including pest traps, good property management practices, and selective use of chemicals when needed. With IPM, schools can protect human health and the environment while saving money. More: <a href="#">An Ounce of Prevention Brochure (PDF)</a>.</p> <p>IPM is the 'standard of practice' for pest prevention and management in buildings and grounds to protect people and promote academic success.</p> <p><b>Maine Schools are Required to Use IPM.</b> All Maine schools, both public and private, are <a href="#">required</a> to adopt IPM policies and practices and appoint an IPM coordinator. A quick guide to Maine's school IPM requirements—<a href="#">Maine School IPM Brochure</a> [PDF].</p> <p><b>For the IPM Coordinator</b></p> <ul style="list-style-type: none"> <li>• <a href="#">What's Required?</a></li> <li>• <a href="#">Training</a></li> <li>• <a href="#">Tools, Templates and Tips</a></li> </ul>
About Us	
FAQ	
Laws & Rules	
Programs	
Agricultural Compliance	
Animal Health	
Animal Welfare	
Apiary (Bees)	
Arborist	
Board of Pesticides Control (BPC)	
Compost	
Ginseng	
Horticulture	
Industrial Hemp	
Integrated Pest Management (IPM)	
Nutrient Management	
Pest Survey (CAPS)	
Seed Potato Certification	
Contact Us	
<b>CONNECT!</b>	

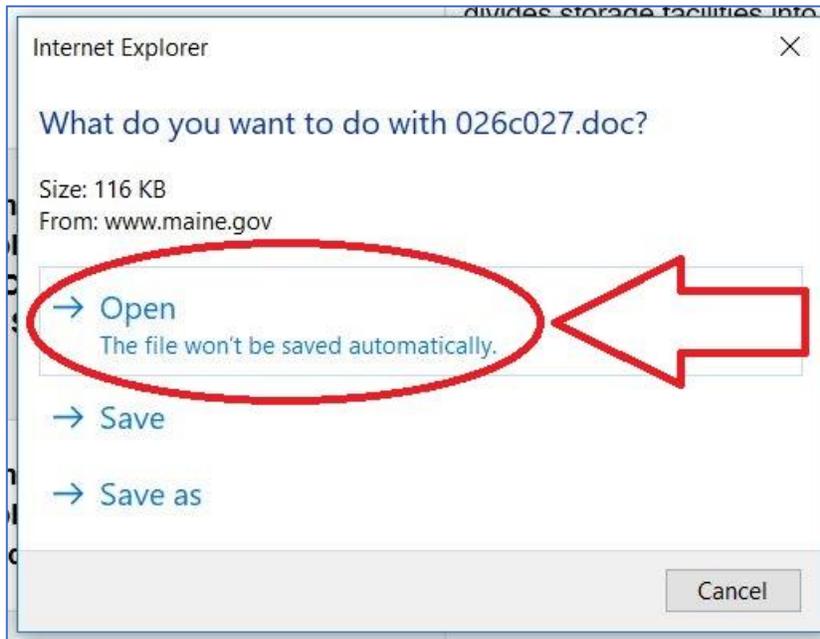
Chapter 27 – Standards for Pesticide Applications and Public Notifications in Schools, Grades K through 12, can be found under the section titled **For the IPM Coordinator**, which is about a third of the way down from the top of the webpage, as indicated above and to the right.

<p><b>For the IPM Coordinator</b></p> <ul style="list-style-type: none"> <li>• <a href="#">What's Required?</a></li> <li>• <a href="#">Training</a></li> <li>• <a href="#">Tools, Templates and Tips</a></li> <li>• <a href="#">Additional Resources</a></li> </ul>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Pressing the **Ctrl** key, as this option is <click-selected>, will open the webpage in another tab ...



... as indicated here.



Once Chapter 27 is selected, a supplemental menu is presented. To simplify the task at hand, it's advisable to open the document directly from the website.

After the file has been opened from the School IPM Website, Chapter 27 is presented to screen:

01	<b>DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY</b>
026	<b>BOARD OF PESTICIDES CONTROL</b>
<b>Chapter 27:</b>	<b>STANDARDS FOR PESTICIDE APPLICATIONS AND PUBLIC NOTIFICATION IN SCHOOLS</b>
<hr/>	
<b>SUMMARY:</b> This rule establishes procedures and standards for applying pesticides in school buildings and on school grounds. This rule also sets forth the requirements for notifying school staff, students, visitors, parents and guardians about pending pesticide applications.	
<hr/>	
<b>Section 1.</b>	<b>Definitions</b>
A.	<b>Integrated Pest Management.</b> For the purposes of this rule, Integrated Pest Management (IPM) means the selection, integration and implementation of pest damage prevention and control based on predicted socioeconomic and ecological consequences, including:

We'll need to print a copy of Chapter 27, in order to add it to Section 1 of the logbook. The process shouldn't be so bad (this time around), because there aren't as many steps as the last time.

Let's run through the simplified process.

If you were to press the **Ctrl** and **P** keys at the same time, the *Printer Driver* would appear.

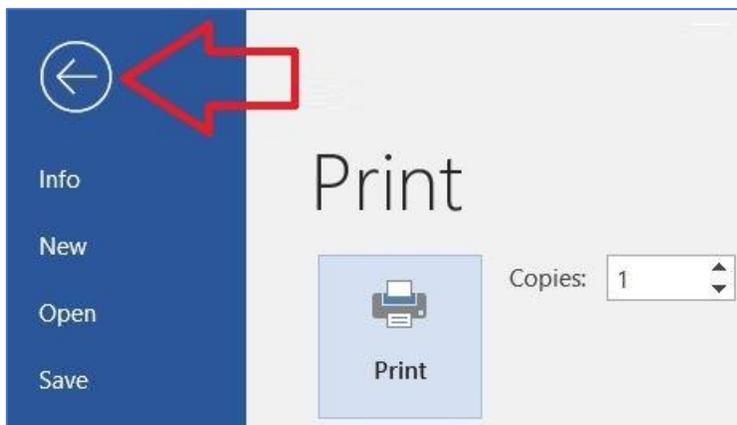
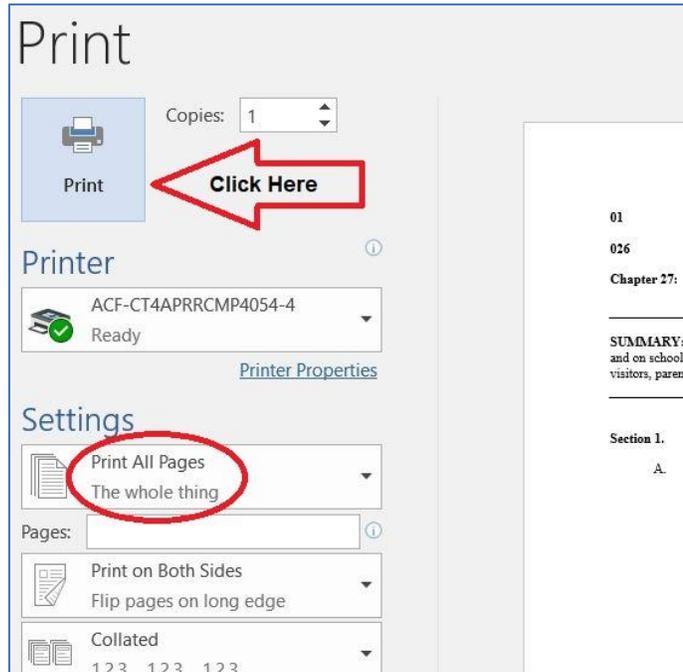
The default setting is to print all pages (as indicated).

Click on the Printer Icon.

The document is printing.

The process is complete.

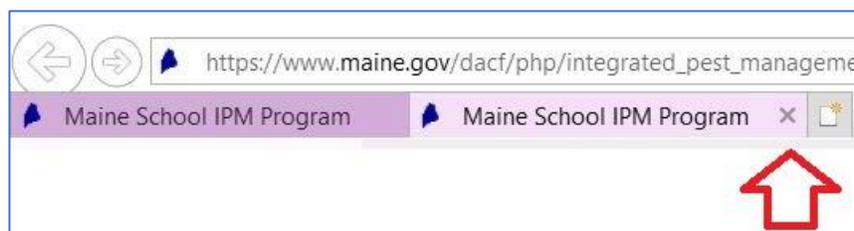
You're done.



Once Chapter 27 has been printed, selecting the Back Arrow will close the *Printer Driver* and return you to the previous Webpage.

Now that Chapter 27 has been printed, run those pages through the three-hole punch and place Chapter 27 under the first section of the logbook.

Once that's done ...



... close the tab ...

... and, tah-DAH, we're back to where we started.

Maine School IPM Program

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DEPARTMENT OF  
**Agriculture, Conservation and Forestry**

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DACF Home → Bureaus → Division of Animal and Plant Health → Integrated Pest Management → School IPM → IPM

Integrated Pest Management

Division of Animal and Plant Health

About Us

FAQ

Laws & Rules

Programs

Agricultural Compliance

Animal Health

Animal Welfare

Apiary (Bees)

Arborist

School IPM

School IPM: Dedicated to reducing risk and pesticides in Maine Schools

2. **The second section of the logbook pertains to IPM Policy** and should also contain a copy of the school's **IPM Policy Notice**.

**Maine Schools are Required to Use IPM.** All Maine schools, both public and private, are [required](#) to adopt IPM policies and practices and appoint an IPM coordinator. A quick guide to Maine's school IPM requirements—[Maine School IPM Brochure](#) [PDF].

**For the IPM Coordinator**

- [What's Required?](#)
- [Training](#)
- [Tools, Templates and Tips](#)
- [Additional Resources](#)

Selecting this option from the School IPM Website ...

... will bring you to this page.

## School IPM—Tools, Templates, and Tips

On this page: [Templates](#) | [Tools](#) | [Tips](#)

### Templates

**Note:** all Maine K-12 schools must keep the [specific information and records](#) for two years. You can download and customize the following, then keep them in your [Pest Activity Logbook](#):

- **IPM Policy:** All public and private K-12 schools in Maine must have a school board-approved IPM Policy. Sample IPM Policy [[PDF](#) or [Word](#)]
- **Notice for School Policy Manual or Handbook:** A notice must be published in the school's policy manual or handbook.
  - [Customizable template](#) [Word]
- **Pest Management Activity Log:** IPM Coordinators must keep a log of all IPM activities.
  - Sample Page 1: Monitoring/IPM [[PDF](#) or [Word](#)]
  - Sample Page 2: Trap and Bait Station Monitoring [[PDF](#) or [Word](#)]
  - Sample Page 3: Pesticide Application [[PDF](#) or [Word](#)]
- **Planned Pesticide Application Notice:** Send this notice to parents and staff **five working days in advance** of pesticide applications (unless exempted, see [Chapter 27 Section 3 Exemptions](#)[Word])
  - [Pesticide Application Notification Template](#) [Word]
- **Planned Pesticide Application Signs:** Signs must be posted at

These two options will allow you to print either the **IPM Policy** or a Customizable Template, which can be used to formulate a **Policy Notice**.

- **IPM Policy:** All public and private K-12 schools in Maine must have a school board-approved IPM Policy. Sample IPM Policy [[PDF](#) or [Word](#)]
- **Notice for School Policy Manual or Handbook:** A notice must be published in the school's policy manual or handbook.
  - [Customizable template](#) [Word]

The IPM Policy and Policy Notice can be printed, using the same steps as when Chapter 27 was printed, and once printed, run those pages through the three-hole punch and place the IPM Policy and Policy Notice under the second section of the logbook.

3. **The third section of the logbook pertains to Training Records.**

To the far right of the Tools, Templates and Tips Webpage, is the option [Training and Events](#).

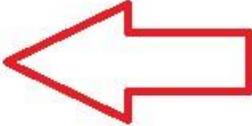
Selecting this option will present everything that you would need, that is training-related: Mandatory Training for IPM Coordinators; On-Line Training Modules; Webinars.

**FEATURED LINKS**

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[Tools, Templates, and Tips](#)

[Pest Solutions](#)

[Training and Events](#) 

[Newsletters](#)

[Additional Resources](#)

[Contact Us](#)

## School IPM—Training and Events

On this page: [Mandatory Training for IPM Coordinators](#) | [Presentations](#) | [On-Line Training Modules](#) | [Videos](#) | [Webinar Archive](#)

### Mandatory Training for IPM Coordinator

1. within one month of appointment complete **Initial Training Module** [\[PDF or PowerPoint Show\]](#) **AND**
2. within 12 months of appointment attend a **Comprehensive Training Workshop** (see schedule below) **AND**
3. earn **1 hour of Continuing Education credit** per year. To earn CE credits:

Of note would be the Mandatory Training for IPM Coordinators, which will enable you to maintain your certification credits.

- **Attend** 1 hr or more of a Comprehensive IPM Workshop **OR**
- **Participate** Complete 1 or more hours of training on any topic related to environmental health, pest prevention and management, or building and grounds maintenance offered by a reliable organization such as the recorded webinars, presentations, and videos listed below. [Keep a record](#) of your participation in your Pest Management Activity Log.

Keeping track of your Continuation Education credits becomes a simple process, once an IPM Training Record has been printed. You can print an IPM Training Record by <click-selecting> [Keep a record](#) from the Tools, Templates and Tips Webpage, as indicated above.

Once the IPM Training Record has been printed, using the same steps as when Chapter 27 was printed, run the IPM Training Record and all associated Certificates of Training/Certificates of Achievement through the three-hole punch and place it all under the third section of the logbook.

Once you're done with this section, closing out of the tab will return you to the Tools, Templates and Tips Webpage, which is where the items needed for the fourth section can be found.

#### 4. The fourth section of the logbook pertains to Pest Monitoring Records.

- **Pest Management Activity Log:** IPM Coordinators must keep a log of all IPM activities.
  - Sample Page 1: Monitoring/IPM [[PDF](#) or [Word](#)]
  - Sample Page 2: Trap and Bait Station Monitoring [[PDF](#) or [Word](#)]
  - Sample Page 3: Pesticide Application [[PDF](#) or [Word](#)]

From the Tools, Templates and Tips Webpage, under Pest Management Activity Log heading, selecting and printing Sample Page 1 and Sample Page 2 will produce the monitoring logs that are needed for the fourth section.

Additionally, to supplement a monitoring program, a current map of any associated equipment should also be included into the fourth section of the logbook.

Once the Monitoring Logs have been printed, using the same steps as when Chapter 27 was printed, run the Monitoring Logs and all associated Maps (if applicable) through the three-hole punch and place it all under the fourth section of the logbook.

#### 5. The fifth section of the logbook pertains to Pesticide and Pesticide Authorization Records and Records of Parents/Staff Notifications.

- **Pest Management Activity Log:** IPM Coordinators must keep a log of all IPM activities.
  - Sample Page 1: Monitoring/IPM [[PDF](#) or [Word](#)]
  - Sample Page 2: Trap and Bait Station Monitoring [[PDF](#) or [Word](#)]
  - Sample Page 3: Pesticide Application [[PDF](#) or [Word](#)]
- **Planned Pesticide Application Notice:** Send this notice to parents and staff **five working days in advance** of pesticide applications (unless exempted, see [Chapter 27 Section 3 Exemptions](#)[Word])
  - [Pesticide Application Notification Template](#) [Word]
- **Planned Pesticide Application Signs:** Signs must be posted at least two days in advance of pesticide applications (unless exempted, see [Chapter 27 Section 3 Exemptions](#)[Word])
  - [Indoor Pesticide Application Sign](#) [PDF]
  - [Outdoor Pesticide Application Sign](#) [PDF]

Remaining on the Tools, Templates and Tips Webpage, in the same neck of the woods as the Monitoring Logs that were needed for the fourth section, <click-selecting> and printing [the documents underlined in blue](#) (as indicated) will provide the documentation needed for the fifth section of the logbook.

- **Pest Management Activity Log:** IPM Coordinators must keep a log of all IPM activities.
  - Sample Page 1: Monitoring/IPM [[PDF](#) or [Word](#)]
  - Sample Page 2: Trap and Bait Station Monitoring [[PDF](#) or [Word](#)]
  - Sample Page 3: Pesticide Application [[PDF](#) or [Word](#)]
- **Planned Pesticide Application Notice:** Send this notice to parents and staff **five working days in advance** of pesticide applications (unless exempted, see [Chapter 27 Section 3 Exemptions](#)[Word])
  - [Pesticide Application Notification Template](#) [Word]

You can also verify if the notification process for any pesticide applications would be necessary.

As a friendly reminder, the associated labels that pertain to the pesticides applied on school grounds should be included in the fifth section of the logbook. Labels are not required, but are recommended, for EPA-registered pesticides; however, pesticide labels are required for all 25B-compliant pesticides.

Once all the necessary signs/logs/templates have been printed, using the same steps as when Chapter 27 was printed, run the signs/logs/templates through the three-hole punch and place it all under the fifth section of the logbook.

Please remember to run any pesticide labels through the three-hole punch and add those labels to the fifth section of the logbook, as the situation allows.

**6. The sixth section of the logbook pertains to the IPM Inspection Checklist.**

Remaining on the Tools, Templates and Tips Webpage but scrolling down, the IPM Inspection Checklist can be found under the section titled **Tools**, as indicated.

**Tools**

- [Sample IPM Plan \[PDF or Word\]](#)
- [IPM Compliance Checklist \[PDF\]](#)
-  [IPM Inspection Checklist \[PDF or Word\]](#)
- [IPM Scouting Report Form \[PDF\]](#)
- [New! Sports Field Condition Assessment To](#)
- [New! Landscape Planting Assessment Form](#)

**7. The seventh section of the logbook pertains to the IPM Plan.**

**Tools**

-  [Sample IPM Plan \[PDF or Word\]](#)
- [IPM Compliance Checklist \[PDF\]](#)
- [IPM Inspection Checklist \[PDF or Word\]](#)
- [IPM Scouting Report Form \[PDF\]](#)
- [New! Sports Field Condition Assessment To](#)
- [New! Landscape Planting Assessment Form](#)

A sample of an IPM Plan, which can be used as a template for establishing a specific IPM Plan for your school, can be found two options up from the checklist required for the sixth section of the logbook.

Once the IPM Inspection Checklist and the Sample IPM Plan have been printed, using the same steps as when Chapter 27 was printed, run the IPM Inspection Checklist and the Sample IPM Plan through the three-hole punch and place the IPM Inspection Checklist in the sixth section of the logbook and the Sample IPM Plan in the seventh section of the logbook.

**8. The eighth section of the logbook pertains to Pest Management Contract/Service Agreement.**

If you've contracted with a pest control service provider, the contract/service agreement would be filed here, for reference.

The eight section is the last section of the School IPM Pest Management Activity Logbook.

We hope that you found this tutorial helpful, that you're more familiar with each section of the logbook and that you're now able to manage the entirety of its contents with greater efficiency.

## School IPM—Contact Us

### Maine School IPM Program

Maine Department of Agriculture, Conservation and Forestry  
28 State House Station  
Augusta, ME 04333-0028  
Phone: 207-287-7616

### Maine Board of Pesticides Control

28 State House Station  
Augusta, ME 04333-0028  
Phone: 207-287-2731

### Cooperative Extension Diagnostic and Research Lab

University of Maine  
17 Godfrey Avenue  
Orono, ME 04473-3692  
Phone: 207-581-3879  
1-800-287-0279 (within Maine)