



# Planning and Notification Templates

The IPM Policy Statement & Sample Plan .....	143
Notification Requirements and Suggested Templates .....	145
School IPM Plan Worksheet .....	151
Sample IPM Plan .....	153
Sample Parent Letter Regarding IPM Program .....	158
Contracting for Pest Management Services .....	159
Sample Contract Specifications for Integrated Pest Management in Schools .....	161
Pesticide Application Signs .....	166





# IPM Policy Statement

The School IPM Policy Statement:

- describes the reasons for implementing an IPM program.
- outlines the objectives of the IPM program.
- emphasizes the importance of IPM.
- provides incentive to school staff to actively implement appropriate IPM procedures.

---

## A Sample Policy Statement

Pests can pose significant problems to people, property, and the environment. Pesticides pose similar risks. Children spend a great deal of time in schools and face greater potential for health effects resulting from pest and pesticide exposure. By reducing reliance on pesticides and incorporating low-risk control options, IPM reduces both pests and pesticide risks. It is therefore the policy of this school to incorporate integrated pest management (IPM) procedures for controlling pests.

**Integrated pest management procedures.** IPM incorporates the most practical and least hazardous combination of cultural, physical, biological, and/or chemical controls to prevent unacceptable levels of pest activity and damage. The school will develop a site plan for each locality on school property that may experience pest problems. These plans will incorporate IPM and specific management tactics.

The full range of management options, including no action at all, will be considered. The choice of using a pesticide is based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Nonchemical pest management methods are used whenever possible. Direct action will be used only when specific pest thresholds are reached. When it is determined that a pesticide must be used, the least hazardous material and method of application will be chosen. Pesticide applications will be timed to minimize their impact on school grounds. All pesticides will be handled according to state and federal law.

### **Pest management objectives:**

- Maintain a safe and sustainable school environment.
- Protect human health by suppressing pests that threaten public health and safety.
- Reduce the exposure of humans—particularly children—to pesticides.
- Reduce or prevent pest damage to school properties.
- Reduce environmental pollution.
- Reduce the costs of pest management.
- Prevent pests from spreading beyond school property.
- Enhance the quality of life for students, staff, and others using school property.

**IPM coordinator.** The school will appoint a staff member to be the IPM Coordinator with the following duties:

- Coordinates IPM activities and individual responsibilities.
- Records all pest sightings by school staff and students.
- Records all pesticide use and makes those records available.
- Coordinates management activities with pest control contractors, or licensed staff.
- 1 Makes pesticide labels and material safety data sheets for all products applied available.
- Approves appropriate pesticide applications—methods, materials, timing, and location.
- Assures that all of the pest control contractor’s recommendations on maintenance and sanitation are carried out where feasible.
- Posts and notifies when pesticides are to be applied.
- Evaluates the school’s progress with the IPM plan.
- Ensures that pesticides are only used by licensed applicators.

**Education.** The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

**Record keeping.** Pest sighting data sheets and pest control records will be kept current and accessible to verify the need for treatments and track the effectiveness of management activities. Pesticide records shall be maintained on site and meet the requirements of the Maine Board of Pesticides Control.

**Notification/posting.** A notice will be provided to school staff, students, and parents at the beginning of each school year briefly explaining the school’s pesticide use policy. The notice must explain how the school will provide written notification at least 5 days before each high-risk pesticide application done during the regular school year and how signs will also be posted two working days before until 48 hours after high-risk treatments are applied any time of year.

**Pesticide purchase and storage.** Pesticide purchases will be limited to the amount needed for use during the year. Pesticides will be stored in an appropriate, secure site that is not accessible to students or unauthorized personnel and will be disposed of in accordance with label directions and state regulations.

**Pesticide applicators.** Any person applying pesticides on school grounds will be trained in the principles and practices of IPM and licensed by the state to apply pesticides. Applicators must follow state regulations and label precautions and must comply with the school IPM policy and pest management site plans.





# Notification Requirements

---

## Within the first two weeks of every school year:

- All school staff and parents or legal guardians are informed that pesticides may periodically be applied in school buildings and on school grounds.
  - All school staff and parents or legal guardians are notified that a school integrated pest management policy exists and where it may be reviewed.
  - All school staff and parents or legal guardians are informed that a report of prior pesticide applications, information about the pesticides used, and a copy of the state law, *Standards for Pesticide Applications and Public Notifications in Schools*, are available for review.
  - All school staff and parents or legal guardians of students receive notification of pesticide applications as required by law. There are two options:
    - **Universal notification option.** Notification of pesticide application is sent in a news letter, bulletin, calendar, or other correspondence that will reach all parents and staff.
- OR**
- **Registry option.** The school establishes a notification registry whereby persons wishing notification make a written request to be on a list to receive notice whenever non-exempt pesticide applications are performed.

## For each non-exempt pesticide application:

- Notification is sent at least five days prior to the pesticide application.
- Written notification includes:
  - The trade name and EPA Registration number of the pesticide to be applied.
  - The approximate date and time of the application.
  - The location of the application.
  - The reasons for the application.
  - The name and phone number of the person to whom further inquiry may be made.
- The treated area is posted as required. See the Appendix for more information.

## The following pesticide uses are exempt from notification requirements:

- Non-powered application of ready-to-use general use pesticides to control stinging or biting insects when they threaten the health or safety of a student, staff member or other occupant.
- Non-powered application of general use antimicrobial products to interior or exterior surfaces and furnishings during the course of routine cleaning procedures.
- Application of paints, stains or wood preservatives that are classified as general use pesticides.
- Non-volatile liquids injected into cracks, crevices or wall voids.
- Non-volatile baits, gels, pastes, and granular materials placed in areas inaccessible to students.
- Indoor or outdoor applications performed when school is not in session and will not be in session until the re-entry or restricted entry interval specified on the pesticide label has elapsed.
- Indoor application of a pesticide with no re-entry or restricted entry interval specified on its label but entry to the treated area is restricted for at least 24 hours.

# Suggested School Pesticide Policy Notification Template

## - Universal Notice Option -

This document is available at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm). The Maine School Management Association, [www.msmaweb.com](http://www.msmaweb.com), offers other templates to school superintendents and school boards.

*Note: Schools must use either 'Universal Notification' to notify all parents, guardians, and staff in advance of each planned pesticide application OR 'Registry Notification' to notify only those whose names are on the school's Pesticide Notification Registry. The suggested letter on this page is for 'Universal Notification.'*

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in school: pests, pesticides, and your right to know.

### **Pest Control**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, and—as a last resort—pesticides. This holistic approach is often called integrated pest management (IPM).

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians, and staff have a right to know.

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's integrated pest management policy and the Maine Board of Pesticides Control Regulation CMR 01-026 Chapter 27 by contacting our IPM coordinator, \_\_\_\_\_, at \_\_\_\_\_.

If you have any questions, please contact \_\_\_\_\_. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

Sincerely,

## Suggested School Pesticide Policy Notification Template - Registry Option -

This document is available at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm). The Maine School Management Association, [www.msmaweb.com](http://www.msmaweb.com), offers other templates to school superintendents and school boards.

*Note: Schools must use either 'Universal Notification' to notify all parents, guardians, and staff in advance of each planned pesticide application OR 'Registry Notification' to notify only those whose names are on the school's Pesticide Notification Registry. The suggested letter on this page is for 'Registry Notification.'*

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in school: pests, pesticides, and your right to know.

### **Pest Control**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, and—as a last resort—pesticides. This holistic approach is often called integrated pest management (IPM).

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians, and staff have a right to know.

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry by sending in the attached 'Request to be Notified of Planned Pesticide Applications.' Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's integrated pest management policy and the Maine Board of Pesticides Control Regulation CMR 01-026 Chapter 27 by contacting our IPM coordinator, \_\_\_\_\_, at \_\_\_\_\_.

If you have any questions, please contact \_\_\_\_\_. For further information about pests, pesticides, and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

Sincerely,

## Request to be Notified of Planned Pesticide Applications

This document is available at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm). The Maine School Management Association, [www.msmaweb.com](http://www.msmaweb.com), offers other templates to school superintendents and school boards.

\_\_\_\_\_ School

I am a parent, legal guardian, or staff member of this school and I want to be notified before specific pesticide applications are made at the school or on the school grounds, except for the following exempt applications:

- 1) Non-volatile liquids injected into cracks, crevices or wall voids.
- 2) Non-volatile baits, gels, pastes, and granular materials placed in areas inaccessible to students.
- 3) Paints, stains, and wood preservatives.
- 4) Disinfectants used for routine cleaning.
- 5) Non-powered applications of ready-to-use general use pesticides to control or repel stinging or biting insects where there is an urgent need to protect the health or safety of a student, staff member, or other school occupant.
- 6) When school is not in session and will not be in session until the re-entry time specified on the pesticide label has elapsed.
- 7) Indoor applications of a pesticide with no re-entry interval specified on its label but entry to the treated area is restricted for at least 24 hours.

I would prefer to be contacted by (circle one):    U.S. Mail                      E-mail                      Telephone

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Return this form to:

IPM Coordinator  
School Address  
City/Town, Zip

## Suggested Notice of Planned Pesticide Application

This document is available at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm). The Maine School Management Association, [www.msmaweb.com](http://www.msmaweb.com), offers other templates to school superintendents and school boards.

Dear Parent, Guardian or Staff Member;

I am writing to let you know that a pesticide with the trade name

\_\_\_\_\_,  
and the EPA registration number \_\_\_\_\_, is scheduled for  
application on \_\_\_\_\_ (*date*), at the specific location of \_\_\_\_\_  
\_\_\_\_\_. This is being done to help manage  
\_\_\_\_\_ (*name of pest*) as part of our Integrated Pest Man-  
agement Program to insure a healthy school environment. Signs will be posted at access  
points and at this central location \_\_\_\_\_

\_\_\_\_\_ at least two working days prior to  
application, and will remain posted for 48 hours after the application. This notice is  
being provided at least five days prior to the planned pesticide application in accor-  
dance with our school's integrated pest management policy and in compliance with Maine  
Board of Pesticides Control Regulation CMR 01-026 Chapter 27.

For further information regarding this action please contact the IPM Coordinator

\_\_\_\_\_ at \_\_\_\_\_.

Sincerely,





# School IPM Plan Worksheet

---

Use this worksheet to develop a detailed description of *how* IPM will be used to meet each of the school's pest management goals. Use structured, organized, and sensible methods to identify *who* will be responsible for each part of IPM implementation and administration, and *what* criteria will be used to measure and assess the effectiveness of the IPM program. Set a timeline for accomplishing your goals. Although this worksheet may be used to develop an IPM plan for the entire school department, include components that address each specific school and each specific pest problem. Items that are already included are for explanatory purposes and may be adapted as necessary.

## Goals:

- Compliance with state regulations
- Provide healthy and safe environment for working and learning
- 

**Will guidance and communication be provided by an IPM committee?** If so, list names and job titles of members.

## Who will keep records and how:

1. Regular inspection to identify needs
2. Assessment of costs and risks of those needs and set priorities for addressing them
3. Monthly, weekly, and/or daily pest monitoring for high risk and troublesome pests

## Indoors:

- Rodents
- Cockroaches
- Greenhouse pests
- Other indoor pests
- 

## Outdoors:

- Wasps
- Rodents (entering building or hanging around dumpsters)
- Turf pests
- Mosquito and tick habitats
- Other outdoor pests

**Who and how will pest monitoring, inspection, and pesticide-use records be maintained and made available?**

**How will pest and pesticide-use activities be communicated to assure that the IPM plan is followed?**

**Steps that will be taken to control unauthorized pesticide use by:**

- School staff
- Volunteers
- Municipal staff
- Contractors
- 

**How/who/what will be done in the event of a pest or pesticide-related emergency?**

- Wasps indoors
- Wasps, stings, and anaphylaxis
- Suspected or known pesticide poisoning
- 

**Pest control and other service contracts:**

What steps will be taken to ensure that services provided by contractors meet all requirements of this plan and state regulations?

**What provisions will be made for parent/staff notification and posting?**

**Staff training:**

How will IPM training and education be provided to staff and students?

Performance measures

- Report cards?
- 
- 

**Timeline for accomplishing performance goals:**

# Sample School Integrated Pest Management Plan

*This sample assumes the use of a commercial contractor but many schools are capable of in-house pest management.*

## General School Information

School Name: *Cobanacook Middle School*  
Address: *10 Main St., Augusta, ME 04333*  
Telephone Number: *207-222-2222*  
E-Mail: *cobanschool@sad0.k12.state.me.us*  
Plan Prepared By: *Iman Charge, Principal*  
Date: *18 April 2002*

## School IPM Coordinator

Name: *Kerr D. Nader*  
Title: *Facilities Director*  
Telephone Number: *207-222-2222 ext. 2*  
E-Mail: *kdn@sad0.k12.state.me.us*

## School IPM Committee or Team

<i>School IPM Coordinator(Chair)</i>	<i>School Nurse</i>
<i>Facilities Director</i>	<i>Teacher</i>
<i>Principal</i>	<i>Student</i>
<i>Food Service Director</i>	<i>PTO Representative</i>
<i>Head Custodian</i>	<i>Pest Control Contractor</i>

## School IPM Policy

The Cobanacook Middle School desires to prevent unnecessary exposure to children and employees to pesticides and reduce the need to rely on pesticides when managing pests. It is the policy of Cobanacook Middle School to only use pesticides when pests have been identified and their presence verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible to provide the desired control of pests. Education of staff, students, employees, and parents about IPM will be included to achieve desired objectives.

When it is determined that pesticides are needed, only products registered for use in Maine will be used, and they will only be used in strict accordance with the product label. Further, only individuals properly licensed by the Maine Board of Pesticides Control will use pesticide products. Our policy prohibits the use of any pesticide by unlicensed staff *except* to control stinging insects that pose an imminent threat to human health on school grounds, as well as the use of disinfectants for routine cleaning, and the application of paints, stains, and wood preservatives.

It will be this school policy to make the appropriate notification and posting as well as to keep records of all pesticide use and other pest control actions. A copy of our full school IPM policy statement and this school IPM plan will be maintained in the principal's office and available upon request.

## School Pest Problem(s) Description

Cobanacook School has historically applied pesticides to control pavement ants, German cockroaches, bald-faced hornets, dandelions, and knot weed. The locations in the school where these pests have been problematic are:

- Pavement ants - kitchen, pantry, classrooms along the East Wing, the teachers room, and the boys locker room.
- House mice - kitchen, pantry, and basement.
- German cockroach - kitchen, teachers room, under vending machines in cafeteria.
- Bald faced hornets - usually build nests in shrubs in front of main building, posing risks of stings from late summer until cold weather kills them in late fall.
- Dandelions - in all lawns.
- Knot weed - spreading aggressively in the goal areas of the soccer field.

## **Inspection and Monitoring by School Staff**

*Annual Inspections:* Our IPM coordinator (along with pest management contractor and other appropriate school staff such as food service director, business manager, or head custodian) will perform a thorough inspection annually to identify problems and corrective actions needed to prevent and/or manage pest infestations.

The IPM coordinator will provide the IPM committee with an annual report identifying conditions that are contributing to our pest problems. The committee will work with the coordinator to plan and schedule corrective actions.

*Regular Pest Monitoring:* For current, recent, or likely pests, a monthly monitoring program to detect pest infestations will be established as follows:

*Mice:* Non-pesticide baited rodent traps are in locked and secured stations in the pantry, kitchen, and basement. They are checked and emptied daily.

*Ants and Cockroaches:* Sticky cardboard monitors will be replaced monthly under the sinks and dishwasher, along the south wall, and behind the ovens and vending machines to monitor for ants and cockroaches in the kitchen and cafeteria and under shelving units in the pantry.

*All Other Pests:* Monthly monitoring by visual inspection will be done by designated staff indoors during school year and outdoors during spring, summer and fall months.

*Reporting:* Monthly monitoring reports will be generated and kept on file by the IPM coordinator.

*Pest Sighting Log:* Pest sighting sheets will be distributed to teachers and staff on which they may report pest activity sightings, including the identification of the pest (if known), number seen, other evidence (such as animal droppings), date, time, and location. A 3-ring binder holding the pest sighting report sheets will be kept in the main office in an accessible location. The IPM coordinator will check for new pest sighting reports daily.

*Pest Identification:* When pests are detected, the specific identification of the pest will be obtained by the IPM coordinator using professional resources such as University of Maine Cooperative Extension or other resources as necessary.

## **Inspection and Monitoring by Professional Pest Control Contractor**

The IPM coordinator will meet directly with the pest control contractor every month to discuss monitoring reports. Bug Guy, Pest Control Contractor, will respond to the log complaints. If any sanitation, structural, or operation changes are noted, it will be written in the log along with recommendations for remediation. Specific service reports will also be placed in the log book documenting particular actions taken by Bug Guy.

Staff, teachers, and students will be instructed on how to log pest sightings and be given a brief overview on pest identification and the conditions that promote the pests. Pamphlets and fact sheets will be made available at the time of training and or posted on bulletin boards in specific areas such as the cafeteria and teacher's lounge.

## **Pesticide Use and Storage**

Bug Guy is our licensed pesticide contractor (License # 16983). The only pesticides used indoors are gel baits (MaxForce Roach Killer) EPA Reg # 2243-188.

For emergency situations, Wasp Freeze 'Em Dead REG # 3344-789 will be used to control stinging insects. All school staff will be trained on emergency response to stinging insects and custodial staff will be trained on the proper use of Wasp Freeze 'Em Dead to destroy stinging insect nests that

pose an imminent threat to the health of school occupants. Custodial staff will also receive annual training on the use and storage of disinfectants, paints, stains, and wood preservatives.

A copy of the product label and material safety data sheet for every pesticide product used or stored at the school will be kept in an accessible location in the main office and will be provided upon request.

All appropriate steps will be taken to ensure complete compliance with state laws prohibiting unlicensed persons from using any pesticide product on school property including ant cups, insect sprays, weed killers, and weed and feed lawn care products. The only exceptions are emergency control of stinging insects, disinfectants used for routine cleaning, and paints, stains, and wood preservatives.

### **Non-Chemical Pest Prevention and Management**

Whenever practical, the Cobanacook Middle School will minimize the use of pesticides to control or limit pests. Along with sanitation and maintenance actions to eliminate food, water, shelter, and entryways for pests, non-pesticide traps will be used to reduce pests when practicable and effective. Proper cultural practices for minimizing impacts of weeds, plant diseases, and other pests outdoors on school grounds will also be employed. Specific practices we will use to prevent pest problems are described on the attached checklist.

### **School IPM Program Evaluation**

Our school IPM plan will be evaluated every four months and at least once a year. The IPM committee or team will meet with our pest control contractor to evaluate the effectiveness of the IPM program and to develop needed improvements.

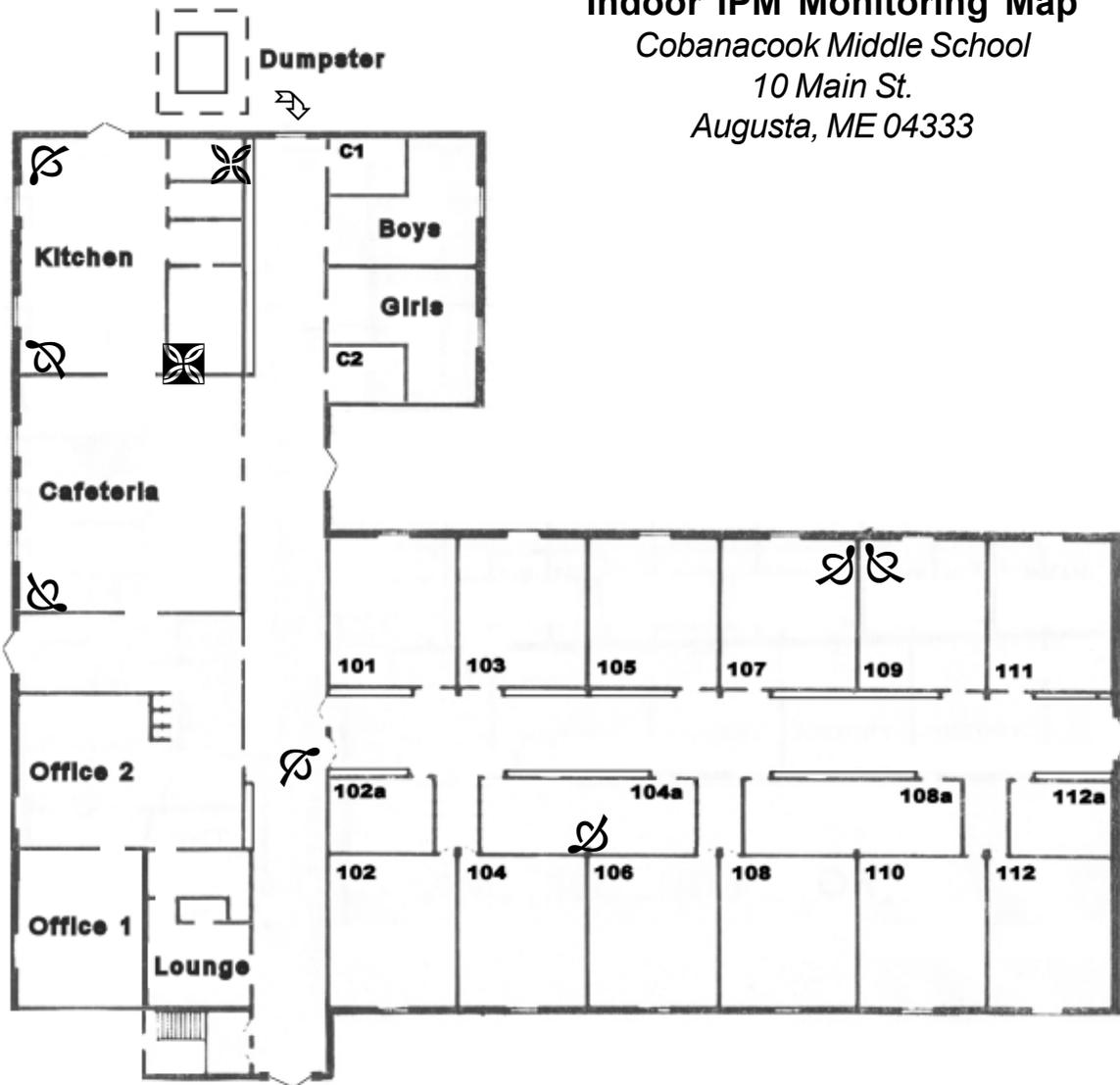


## Indoor IPM Monitoring Map

Cobanacook Middle School

10 Main St.

Augusta, ME 04333



### Monitoring traps:

- ↗ - Rodent trap
- ✕ - Rodent trap
- ⊗ - Rodent trap
- ⊖ - Insect sticky trap
- ⊗ - Insect sticky trap
- ⊖ - Insect sticky trap
- ⊗ - Insect sticky trap
- ⊖ - Insect sticky trap
- ⊗ - Insect sticky trap
- ⊖ - Rodent trap
- ⊗ - Insect sticky trap

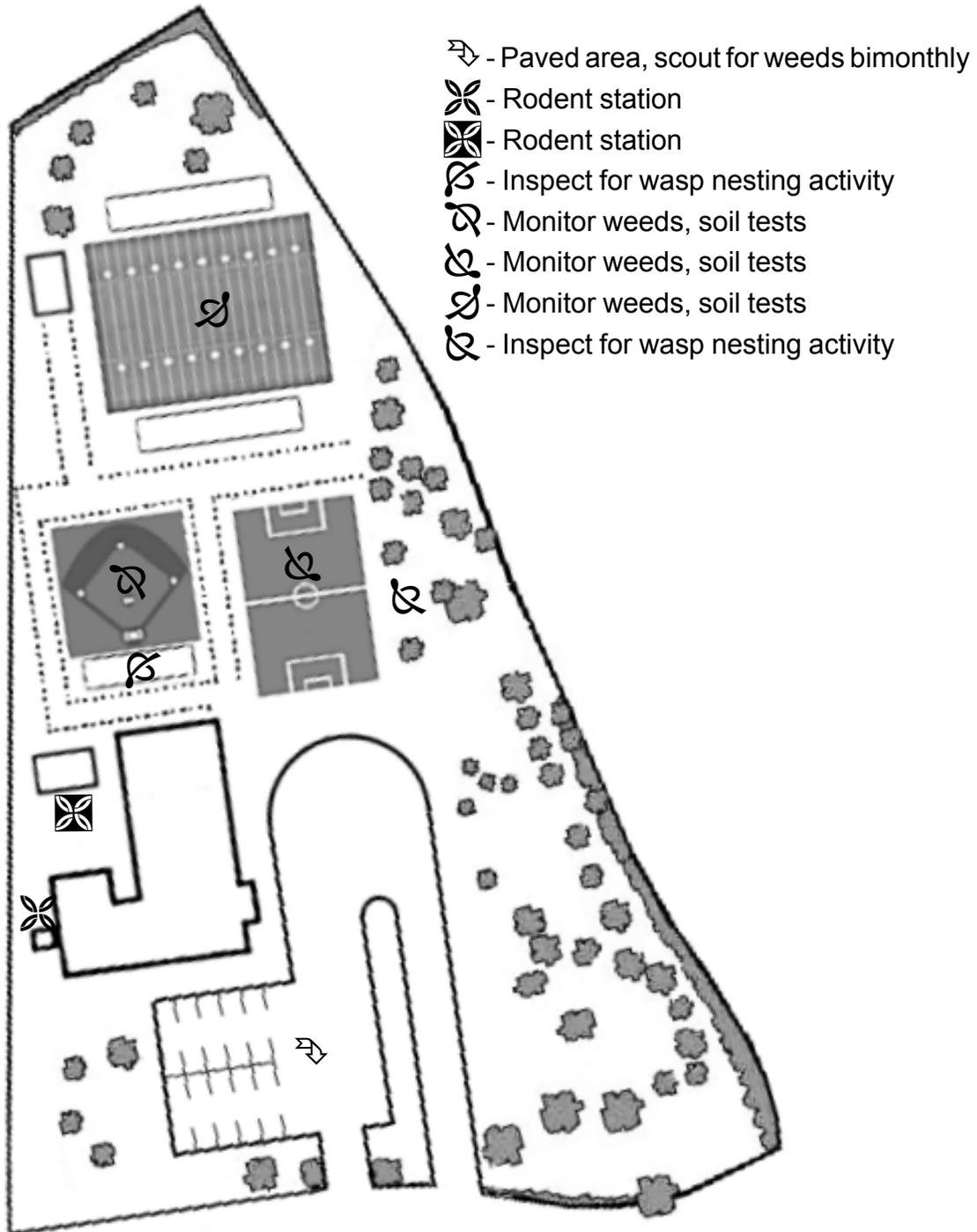
Use your school map to locate and identify all monitoring devices. Record all observations and trap servicing on a separate form.

# Outdoor IPM Monitoring Map

Cobanacook Middle School

10 Main St.

Augusta, ME 04333



Use your school map to locate and identify all monitoring devices. Record all observations and trap servicing on a separate form.

## Sample Letter for Parents Regarding IPM Program

Dear Parent or Guardian,

I am writing about our program aimed at keeping our schools healthy and pest free. This program is geared toward preventing pest problems using alternative approaches to pesticides. I want to let you know how you can help.

Control of insects and rodents at our school involves making the school building and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for pests. We will also routinely monitor the school area to identify pest problems and prevent pests from becoming established. In addition to cleaning and monitoring, we will use other strategies such as pest exclusion, proper food storage, pest removal, and, as a last resort, pesticides. This approach is often called integrated pest management (IPM) because it relies on a variety of best management strategies to control pests. Some of these methods can be used to keep pests out of homes and gardens too.

You may be wondering how you can help. Listed below is a list of actions you can take that will help prevent or reduce pest problems in our school. Pest management involves everyone in the school-community working together to make our school a safe, healthy place for children to learn.

### Checklist:

- Talk with your child about not sharing hats, combs, etc. to avoid head lice.
- Explain the importance of not leaving food in desks and lockers to avoid pests such as mice and ants.
- Send your child to school with only one day's worth of food.
- Know where to find information about integrated pest management at your child's school.
- Avoid sending insect repellents to school with your child.
- Assist your child in keeping his/her backpack clean and organized.
- Notify the school of any health related concerns.

Please contact me if you have any questions.

Sincerely,

IPM Coordinator

Phone:

E-mail:



# Contracting Pest Management Services

Regular school employees can conduct successful IPM programs by themselves, or by working with a contracted pest control company. Individual school systems must decide what is best given their unique circumstances. Hiring a pest control firm may increase costs, but may also reduce the staff time involved in pest management and eliminate the need to store pesticides. As with any contract, it is beneficial for school administration and staff to understand the process of the services provided to ensure quality service at a fair price. Before choosing a pest control firm, contact the Better Business Bureau and state regulatory agency to see if they have received complaints about a particular company. A sample contract follows this section.

## Pest Management Contracts

Whether you use in-house or contracted services, pest management personnel should be trained to:

- Understand the principles of IPM.
- Identify pests and associated problems or damage.
- Monitor and inspect for pests and signs of pests,
- Use and maintain pest-sighting, monitoring, and pesticide-use records in the school logbook,
- Know cultural or alternative methods of pest control.
- Know recommended methods of judicious pesticide application.
- Know the hazards of pesticides and the safety precautions to be taken.
- Know the pesticide label's precautionary statement(s) pertaining to exposure to humans or animals.

Pest management contracts should clearly establish:

- The goals of the IPM program.
- What services are provided and how they are implemented.
- Posting and notification responsibilities.
- Consultation with the IPM coordinator.
- The population levels of specific pests that can be tolerated without treatment.
- Appropriate least-hazardous procedures to correct pest problems.
- The restrictions on pesticide use: types of applications, timing of applications, restricted locations, materials that can be used.
- The pest management actions that are the responsibility of the school district.

Any special health concerns (such as those for children, or for individuals with allergies, etc.) should be noted and whether certain pesticides are excluded from use. In advance of any pesticide treatments, applicators should be required to inform the IPM coordinator of the reasons for treatment (action threshold, failure of non-chemical control, etc.). Pesticide applications must also allow time for the required notices.

The pest control company should have a copy of the school's IPM policy and should thoroughly inspect the school building and grounds before starting service. The company should prepare a map of the school building and grounds to indicate potential problem areas, and mark locations of monitoring devices and traps.

Pest management professionals can monitor and inspect while school is in session, but pesticide applications should not be made if school children or other people are present. In some cases, certain areas of a building may need to be blocked off and ventilation systems isolated before applying pesticides to keep people from entering the treated area.

### **Vending Machine Contracts**

The only method schools can rely on to enforce good sanitation practices by vendors is specific language in their contracts. Vending machine contracts should specify regular maintenance service, cleaning under and behind machines during service visits, and immediate correction of problems, which may foster pests (e.g. breakage, leaks or excessive condensation from machinery).

### **Waste Disposal Contracts**

Food residue and debris in dumpsters is a source of food for rodents and insects and should not be allowed to accumulate. Disposal contracts should require that dumpsters be cleaned and sanitized regularly. The frequency varies with the type of materials stored in the dumpster, the season, etc. Waste should never overflow, and lids should always remain closed. Any rubbish spilled during pick-up should be cleaned up immediately.

Disposal contracts should clearly stipulate the type of container to be provided and that it is appropriate for the intended purpose. For instance, containers used for food waste should be sealed and sized appropriately for the amount of waste generated. Dumpsters should be placed as far away from the school building as practical.

Most dumpsters have a drainage hole that is large enough for rats and mice to enter. Contracts should stipulate that all dumpsters be fitted with drain hole plugs, and that they be kept in place whenever the dumpster is not being drained.



*Disposal contracts should require that vendors regularly clean dumpsters.*

**Anyone making pesticide applications in Maine schools must be licensed by the Board of Pesticides Control.**

# Sample Contract Specifications for Integrated Pest Management in Schools

This guide, adapted from one provided by the Safer Pest Control Project (<<http://www.spcpweb.org>>), provides a general outline for bid specifications and school pest management contracts. This is a very extensive treatment and many elements will need revision to suit individual schools. An experienced contract officer or legal counsel should review any pest control contract to ensure compliance with pest management policy and state regulations.

## 1. General

**A. Description of program:** This specification is part of a comprehensive integrated pest management (IPM) program for the premises listed herein. IPM is a process for achieving long-term, environmentally sensitive pest suppression through the use of a wide variety of technological and management practices. Control strategies in an IPM program include monitoring, physical, cultural, biological, and procedural modifications that reduce the food, water, harborage, and access used by pests. Pesticides are used only as a last resort.

**B. IPM coordinator:** The school district will appoint a school employee as the IPM coordinator. The IPM coordinator will act as the manager of the IPM program including overseeing and monitoring contract performance.

**C. Contractor service requirements:**

- i. The contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, pesticide application (when deemed necessary), and pest removal components of the IPM program.
- ii. The contractor shall provide detailed, site-specific recommendations for any structural and procedural modifications needed to aid in pest prevention.
- iii. The contractor shall provide evidence of sufficient expertise in pest control and IPM training and/or IPM experience to carry out these responsibilities. All contractors must be licensed by the Board of Pesticides Control.
- iv. All services provided by the contractor will be in compliance with all relevant federal, state, and local laws.

## 2. Pests Included and Excluded

The IPM program specified in this contract is intended to manage pest populations in the contracted area including insects, plant diseases, rodents, etc. [*modify this point to suit the particular situation*].

## 3. Action Thresholds

Levels of pest populations or site environmental conditions that require remedial action by the contractor shall be determined by the contractor and the IPM coordinator. Action shall only be taken when a pest population exceeds the threshold and poses a problem and/or risk to school property and/or building inhabitants.

## 4. Initial Inspections

The contractor and the IPM coordinator shall conduct a thorough, initial inspection during the first month of this contract. The purpose of the initial inspection is for the contractor to evaluate the pest management needs of the property and discuss these with the IPM coordinator. Access to all areas shall be coordinated with the IPM coordinator. The inspection shall address:

- Identification of problem areas in and around buildings, on all athletic fields, and on playgrounds.
- Identification of structural features or sanitation problems contributing to pest infestations.
- Discussion of the effectiveness of previous control efforts.
- Facilitation of contractor access to all necessary areas.
- Information about restrictions or special safety precautions, or other constraints that the contractor should know.

## 5. Pest Management Plan

Following the initial inspection, the contractor will develop a detailed pest management plan and inspection schedule for each site. This must be submitted to the IPM coordinator for approval prior to initiation. The pest management plan shall consist of the following:

- A. Inspection schedule for each building or site:** Frequency of inspections, monitoring, and treatment by the contractor shall depend on the specific pest management needs of the premises and/or grounds. At a minimum, the contractor shall perform regularly scheduled inspections and monitoring to determine if remedial action is necessary.
- B. Monitoring and inspection program:** The contractor shall outline a monitoring and inspection program that includes proposed methods of surveillance and identification of infested areas, as well as an objective assessment of site environmental conditions and pest population levels. Monitoring and inspection shall be continued throughout the duration of this contract. Between visits from the contractor, the IPM coordinator will ensure that regular monitoring of pest prone areas takes place.
- C. Description of site-specific pest control methods:** The contractor shall describe physical, structural, operational, biological, and least-hazardous pesticide recommendations and actions to manage pest populations that exceed the established thresholds or other measures aimed at preventing pest infestations. The contractor shall use nonchemical methods wherever possible and shall minimize pesticide use.
- D. Description of any structural or operational changes that would facilitate the pest management effort:** The contractor shall provide the IPM coordinator with written recommendations for site-specific solutions for preventing future pest infestations or eliminating observed sources of pest food, water, harborage, and access.
- E. Statements of the conditions considered necessary to allow pesticide application:** *Pesticide applications shall be by need and not by schedule.* The contractor must obtain written permission from the IPM coordinator before using pesticides. [*Some schools may wish to list which pesticides require permission and those that do not*].
- F. Proposed materials and equipment for service:** The contractor shall provide current labels and *material safety data sheets* (MSD Sheets) for all pesticides used, and the brand names of rodent bait boxes, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide service.
- G. Commercial pesticide applicator licenses:** The contractor shall provide photocopies of the business' pest control license and pesticide applicator licenses for every contractor employee who will be performing on-site service under this contract.
- H. Notification and posting:** The contractor shall work with the IPM coordinator to ensure full compliance with state notification and posting requirements.

## 6. Record Keeping

The IPM coordinator shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract. These records, or a copy of them, shall be kept on site. The

contractor shall be responsible for documenting each visit to the site and all services provided. This file shall include:

- A. Pest control plan:** A copy of the contractor's approved pest management plan, including labels and MSD sheets for all pesticides used and the contractor's inspection schedule.
- B. Pest sighting reports:** Pest monitoring data sheets that record the number and location of pests found by the contractor's monitoring program and sightings by school occupants.
- C. Work request and inspection forms:** Work request and inspection forms will be used to advise the contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building or site, the contractor's employee performing the service shall complete, sign, and date the form, and return it to the logbook.
- D. Contractor's service report forms:** Customer copies of a contractor's service report form documenting all information on pesticide applications, including the location of all traps, trapping devices, and bait stations in or around the property.

## 7. Manner and Time To Conduct Service

- A. Time frame of service visits:** The contractor shall not perform routine pest control services during regular school hours. When it is necessary to perform work during school hours, the contractor shall notify the IPM coordinator at least one day in advance.
- B. Safety and health:**
  - i. The contractor shall observe all safety precautions throughout the performance of this contract. All work shall comply with applicable state and municipal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.
  - ii. The contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.
- C. Special entrance:** The contractor must coordinate access to restricted areas with the IPM coordinator.
- D. Uniforms and protective clothing:** All contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing. The contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall comply with FIFRA and the specific pesticide labels.
- E. Vehicles:** Vehicles used by the contractor shall be identified in accordance with state and local regulations.

## 8. Special Requests and Emergency Service

On occasion the IPM coordinator may request that the contractor perform corrective, special, or emergency service(s) that are beyond the routine service requests. The contractor shall respond to these exceptional circumstances and complete the necessary work within five working days after receipt of the request. In the event that such services cannot be completed within five working days, the contractor shall immediately notify the IPM coordinator and indicate an anticipated completion date.

## 9. Use of Pesticides

The contractor shall minimize the use of pesticides whenever possible. The contractor shall not apply any pesticide that has not been included in the pest management plan or approved in writing by the IPM coordinator. Applications of nonapproved pesticides will be restricted to unique situations where no

alternative measures are available and all other options have been exhausted. The pesticides used by the contractor must be registered with the U.S. EPA, Maine BPC, and used in strict accordance with the manufacturer's label instructions and all applicable federal, state, and local laws and regulations. The contractor shall adhere to the following rules for pesticide use:

- A. Written permission to use pesticides:** The contractor will not use any pesticide without first obtaining written permission from the IPM coordinator and after monitoring indicates the presence of pests that exceed action thresholds and other control methods or actions have not reduced the pest population to below the action threshold. The contractor shall provide a written request explaining the need to use a pesticide. The request shall identify the target pest, the need for such treatment, the time and specific place of treatment, the pesticide to be used, the method of application, what precautions should be taken to insure school occupant safety, and the steps taken to ensure the containment of the spray to the site of application. If pesticide use is approved, the contractor shall employ the least-hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.
- B. Timing of application:** The contractor will apply pesticides when areas are unoccupied and will remain unoccupied until the reentry period specified by the label.
- C. Notification procedures:** The IPM coordinator shall provide the contractor with information about the district's procedures for notifying parents, guardians, and staff about applicable pesticide applications. The contractor shall provide the IPM coordinator with sufficient advance notice of pesticide applications for the district to comply with the notification requirements.
- D. Pesticide storage:** The contractor shall not store any pesticide product on the premises listed herein.

## 10. Structural Modifications and Recommendations

Structural modifications for pest suppression will not necessarily be the responsibility of the contractor. The contractor shall be responsible for advising the IPM coordinator about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access.

## 11. Controlling Invertebrates (insects, mites, spiders, etc.), Weeds, and Plant Disease

- A. Monitoring:** The contractor shall monitor pest populations and control efforts.
- B. Emphasis on nonpesticide methods:** The contractor shall use nonpesticide methods of control whenever possible.
- C. Bait formulations:** Bait formulations shall be used wherever appropriate. Bait shall be placed in areas inaccessible to children and other building occupants.
- D. Records:** The locations of all monitoring devices, bait stations, and other control devices shall be recorded in the pest control logbook.

## 12. Controlling Vertebrate Pests

- A. Indoor trapping:** As a general rule, vertebrate control shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in areas inaccessible to children and in protected areas not affected by routine cleaning and other operations. The contractor or school employee authorized by the IPM coordinator must check trapping devices regularly. The contractor or school personnel shall properly dispose of vertebrates killed or trapped within 24 hours.
- B. Rodenticides:** Rodenticides will be placed in EPA-registered tamper-resistant bait boxes. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait

boxes shall be labeled and dated at the time of installation and each servicing. All bait boxes shall be maintained in accordance with EPA and Maine BPC regulations, with an emphasis on the safety of nontarget organisms.

- C. **Records:** The locations of all traps, trapping devices, and bait boxes shall be recorded in the pest control logbook.

### 13. Quality Control Programs

The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. The program shall include at least the following items:

- A. **Inspection system:** The contractor's quality control inspection system shall cover all the services stated in this contract to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the IPM coordinator identifies the deficiencies.
- B. **Checklist:** A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections.
- C. **File:** A quality control file shall contain a record of all inspections conducted by the contractor and any corrective actions taken. The file shall be made available to the IPM coordinator upon request.
- D. **Inspector(s):** The contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.



# **CAUTION**

## **PESTICIDE APPLICATION NOTICE**

DATE & TIME OF APPLICATION ♦

---

PRODUCT & EPA REGISTRATION NO. ♦

---

RE-ENTRY PRECAUTIONS ♦

---

LOCATION OF APPLICATION ♦

---

REASON FOR APPLICATION ♦

---

CONTACT NAME AND PHONE NO. ♦

---



# **CAUTION**

## **PESTICIDE APPLICATION NOTICE**

DATE & TIME OF APPLICATION ♦

---

PRODUCT & EPA REGISTRATION NO. ♦

---

RE-ENTRY PRECAUTIONS ♦

---

LOCATION OF APPLICATION ♦

---

REASON FOR APPLICATION ♦

---

CONTACT NAME AND PHONE NO. ♦

---

