



IPM Record-Keeping

How-to Guide for Keeping School Pest Activity/Pest Management Records as Required by the State of Maine





Outline

- Overview of Chapter 27 (School IPM Regulation) Requirements
- What records need to be kept
- Examples
- Where to find guidance, record-keeping forms, and examples





IPM Coordinator is Responsible for Documenting IPM Activity

- Publish your IPM Policy Announcement in policy handbooks
- Notify parents, guardians and staff, and ensure signs are posted, before pesticides are applied (unless exempted)
- Keep an up-to-date Pest Management Activity Log
 - Keep **2 years** of records
 - Provide records, policy statement, and Chapter 27 upon request
- Complete Required Training



Keeping all documents and records in one place makes it easier for you!





Downloadable Forms, Templates, Sample Notices, Signs

www.maine.gov/schoolipm

Download from
www.maine.gov/schoolipm
click on
For the IPM Coordinator
• Tools, Templates, and
Tips



[School IPM: COVID-19/Microbial Control and Pest Prevention](#)

What is IPM?

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: [An Ounce of Prevention Brochure \(PDF\)](#).

IPM is the 'standard of practice' for pest prevention and management in buildings and grounds to protect people and promote academic success.

[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 \(PDF\)](#).

▸ IPM Basics

▾ For the IPM Coordinator

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





Your Pest Management Activity Logbook

Table of Contents/Section Divider available at:

www.maine.gov/schoolipm > For the IPM Coordinator > templates



Your Logbook's Table of Contents

Chapter 27

IPM Policy and Policy Notice

Training Records

Pest Monitoring/Pest Sighting Records

Pesticide Records

Inspection Records





Chapter 27

- Keep a copy of the School IPM Regulation (Chapter 27) in Pest Activity Logbook
- Download from www.maine.gov/schoolipm
 - > For the IPM Coordinator
 - > What's Required

01 DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
026 BOARD OF PESTICIDES CONTROL

Chapter 27: STANDARDS FOR PESTICIDE APPLICATIONS AND PUBLIC NOTIFICATION IN SCHOOLS

SUMMARY: 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.

Section 1. Definitions

- A. **Integrated Pest Management.** 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:
- (1) understanding the system in which the pest exists,
 - (2) establishing dynamic economic or aesthetic injury thresholds and determining whether the organism or organism complex warrants control,
 - (3) monitoring pests and natural enemies,
 - (4) when needed, selecting the appropriate system of cultural, mechanical, genetic, including resistant cultivars, biological or chemical prevention techniques or controls for desired suppression, and
 - (5) systematically evaluating the pest management approaches utilized.



IPM Policy Notice

- Publish notice in Student/Staff Handbooks
- Keep a copy in your IPM Activity Logbook
- Sample notice available at www.maine.gov/schoolipm
 - > For the IPM Coordinator
 - > templates



IPM Coordinator Training: Record-keeping Requirements

Notice Regarding School Integrated Pest Management (IPM) Policies

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, good turf and plant care, 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 approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

Your Right to Know

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. 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 pest monitoring, 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 Pesticides in Schools 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 .

Sincerely,



Keep IPM Training Records

- Initial IPM Training: certificate
- Comprehensive IPM Training: certificate
- IPM Continuing Education Trainings: Self-reported. Keep certificates or record name and date of program



Sample training log record sheet available at www.maine.gov/schoolipm > For the IPM Coordinator Training

IPM Training Record			
Name of Trainee	Training Program/Event Completed	Date	Credits
	Initial IPM Training Module		
	Comprehensive IPM Training		
	Continuing Education		
	Continuing Education		
	Continuing Education		



Pest Management Activity Records



- Pest sightings (reported by staff or students)
- Pest monitoring records (inspection, trap captures)
- IPM actions taken

Pest Sighting Log

Facility: Middle School Date: 9/4/04 Time: 6:30 am
 Person Monitoring: Custodian

Area	Pest Problem Found	Conditions	Recommendations
Kitchen	Small ants	Sugar on Counter	Clean area better
Food Storage	Mouse droppings	Hole around pipe	seal hole and put out traps
Kitchen	Flies	Dumpster too close to kitchen door	Clean dumpster and move it away from door
Entry Way	Yellowjackets	Nest in eaves above door	Check area regularly over the summer and remove first signs of a nest
Boys Bathroom	Small flies	Floor drains dirty	Scrub floor drains and flush with enzyme cleaner

Pest Management Activity Log Monitoring/IPM

Site _____ (can be building, room, field, playground, etc)

Date/Time	Pest(s) or Evidence Seen/Extent of Infestation	Specific Location (under sink, west goal soccer field, etc.)	By Whom	Company	IPM Steps Taken*	Appl. No. **





Knowledge Check

- The _____ must be published in your schools' policy handbooks (eg student and staff handbooks)?
 - a. Pest incidence data
 - b. Board of Pesticide Control inspection reports
 - c. IPM Policy Notice
 - d. Pesticide records

- **Answer: c. IPM Policy Notice** (a notice stating that your schools have an IPM policy, the contact information for the IPM Coordinator, and more).





Pest Management Activity Records

- Pest sightings and pest-friendly conditions (reported by anyone)
- Pest monitoring data (from traps and inspections)
- Pest management actions (including pest removal or correction of conditions)
- Pesticide-use records
- Follow-up inspection reports





Examples: Pest Monitoring/IPM Actions Records

Pest Management Activity Log Page 1—Monitoring/IPM

Use this page for monitoring and general IPM steps taken. Assign a unique number in the last column to reference to Page 2—Trap and Bait Station Monitoring or Page 3—Pesticide Application

Site Cobanacook Elementary (can be building, room, field, playground, etc)



	Date/ Time	Pest(s) or Evidence Seen/ Extent of Infestation	Specific Location (under sink, west goal soccer field, etc.)	By Whom	Company	IPM Steps Taken*	Ref. No. **
Pest Sighting #1	8:15am 11/09/2021	Bed bugs	Student backpack classroom 11	Teacher Smith		sealed backpack in plastic bag, Letter sent home to parents	CE 1
Pest Sighting #2	6:15am 06/17/2020	Hornet nest	Front entrance	Custodian B. Stinger		Sprayed with hornet spray before school opened in morning	CE 2
Pest Sighting #3	10:00am 12/02/2022	Mouse droppings	Classroom 9	Teacher Snaxalot reported, custodian Stacalm cleaned and set traps		Cleaned up with disinfectant wipes, set traps, instructed teacher to seal snacks in airtight container	CE 3





Example: Trap and Bait Station Monitoring Records

Pest Sighting # 3

Pest Management Activity Log Page 2—Trap and Bait Station Monitoring

Use this page when Traps and Bait Stations are used. The Reference number should connect to the last column on Page 1—Monitoring/IPM.

Site Cobanacook Elementary (can be building, room, field, playground, etc)

Ref. #	Trap Type	Room # or Name	Location Description	Date Trap Checked	Trap Missing?	# of Specimens
CE 3	Snap trap	Classroom 9	Behind storage cabinet	12/03/2022		1 mouse
CE 3	Snap trap	Classroom 9	Behind storage cabinet	12/04/2022		0





Examples: Pest Monitoring/IPM Actions Records

Pest Management Activity Log Page 1—Monitoring/IPM

Use this page for monitoring and general IPM steps taken. Assign a unique number in the last column to reference to Page 2—Trap and Bait Station Monitoring or Page 3—Pesticide Application

Site Cobanacook Elementary (can be building, room, field, playground, etc)

Date/Time	Pest(s) or Evidence Seen/Extent of Infestation	Specific Location (under sink, west goal soccer field, etc.)	By Whom	Company	IPM Steps Taken*	Ref. No. **
8:15am 11/09/2021	Bed bugs	Student backpack classroom 11	Teacher Smith		sealed backpack in plastic bag, Letter sent home to parents	CE 1
6:15am 06/17/2020	Hornet nest	Front entrance	Custodian B. Stinger		Sprayed with hornet spray before school opened in morning	CE 2
10:00am 12/02/2022	Mouse droppings	Classroom 9	Teacher Snaxalot reported, custodian Stacalm cleaned and set traps		Cleaned up with disinfectant wipes, set traps, instructed teacher to seal snacks in airtight container	CE 3



Pest Management Activity Log
Page 3—Pesticide Application

Top Portion of Form

Use this page when pesticide applications are necessary. Use the chart to determine if authorization, notification and/or signage is required. The Reference Number refers to a matching pest sighting entry on Page 1—Monitoring/IPM in the logbook.

Site Cobanacook Elementary Main entrance (can be building and room, field, playground, etc)

Reference Number from Monitoring/IPM page: CE 2

1) What is the pest? How was the pest identified?
Hornets. Papery football-shaped nest.

2) How was it determined that a pesticide application was necessary? Include information about the safety, economic or aesthetic threshold reached (see Chapter 27 section 5C). People at risk of being stung by hornets. Nest is very close to door, and is disturbed by people entering and exiting through the entryway.

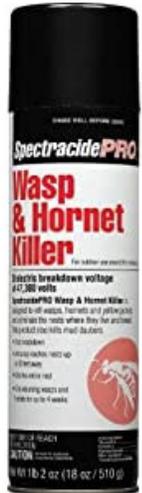
3) Application information:

Date/Time 6/17/20 6:30am Applicator Name B. Stinger

Product Trade Name Spectracide Pro Wasp & Hornet Killer Applicator License # N/A

EPA Reg # 9688-141-8845 Company N/A

Specific Location (under sink in room 100, west goal JH soccer field, etc) Main entrance portico





EPA Registration Number: Unique Identifier Found on Pesticide Product Label

Environmental Hazards • This pesticide is extremely toxic to aquatic organisms, including fish and invertebrates. In water. Drift and runoff may be hazardous to fish in water adjacent to treated areas. See Directions for Use for additional precautions. This pesticide is highly toxic to bees exposed to direct treatment on blooming crops or weeds. Do not apply this product to crops or weeds while bees are actively visiting the treatment area.

Physical or Chemical Hazards • FLAMMABLE. Contents under pressure. Keep away from fire, sparks and heat. Do not incinerate. Exposure to temperatures above 130°F may cause bursting.

NOTICE: To the extent consistent with applicable law, buyer assumes all responsibility for safety and use not in accordance with directions.

 **Questions & Comments?** Call 1-800-917-5438 or visit our website at www.spectracide.com

Distributed by Spectrum Group
Division of United Industries Corporation
PO Box 142042, St. Louis, MO 63114-0642

EPA Reg. No. 9688-141-8845 EPA Est. Nos. 58996-MO-1(AE),
9657-WI-2(BD), 9688-MO-1(U), 11623-GA-1(GK), 11623-GA-3(CN)
Circled letter is first letter of lot number. 11-11638 ©2012 UIC

NOTE: NOT the EPA Est. No.



Federal regulations prohibit CFC propellants in aerosols.



EPA Reg No:
9688-141-8845





Example: Pesticide Application Log

Pesticide Application Record

Top Portion

Pest Management Activity Log Page 3—Pesticide Application

Use this page when pesticide applications are necessary. Use the chart to determine if authorization, notification and/or signage is required. The Reference Number refers to a matching pest sighting entry on Page 1—Monitoring/IPM in the logbook.

Site Cobanacook Elementary Main entrance (can be building and room, field, playground, etc)

Reference Number from Monitoring/IPM page: CE 2

1) What is the pest? How was the pest identified?
Hornets. Papery football-shaped nest.

2) How was it determined that a pesticide application was necessary? Include information about the safety, economic or aesthetic threshold reached (see Chapter 27 section 5C). People at risk of being stung by hornets. Nest is very close and is disturbed by people entering and exiting through the entryway.

3) Application information:

Date/Time 6/17/20 6:30am Applicator Name B. Stinger

Spectracide Pro Wasp & Hornet Killer Applicator License # N/A

EPA Reg # 9688-141-8845 Company N/A

Specific Location (under sink in room 100, west goal JH soccer field, etc) Main entrance portico



Pesticide Application Record

Bottom portion

4) Identify the type of application from the chart and continue to the required sections below.

Check one	See BPC Chapter 27 Section 3 for details about specific pesticide applications	IPM coordinator authorization	5 day prior notice to parents, guardians, staff	Signs posted 2 days prior to application
X	For urgent control of stinging or biting insects	required (go to 5)	NA	NA
	General use antimicrobial products for cleaning	NA	NA	NA
	Paints, stains or wood preservatives	NA	NA	NA
	Injected into cracks, crevices or wall voids	NA	NA	NA
	Bait blocks, gels, pastes, granular and pelletized materials in areas inaccessible to students	NA	NA	NA
	Indoor application with no re-entry or restricted entry interval, but entry is restricted for at least 24 hours	NA	NA	NA
	Mosquito control when Maine CDC has identified arbovirus positive animals in the area	NA	NA	required (go to 7)
	In facilities used for agricultural or horticultural education (see Chapter 27 section 3D)	NA	NA	required (go to 7)
	Any other applications made while school is not in session*	required (go to 5)	NA	required (go to 7)
	Any other application made while school is in session*	required (go to 5)	required (go to 6)	required (go to 7)

(Use the chart above to determine which of the following are required. For further clarification consult BPC Chapter 27)

5) Authorization by IPM coordinator: Imin Charge signature 6/17/20 date

6) Date notification sent to parents, guardians and staff: N/A

7) Date and locations of signs posted: N/A

Pest Sighting Example #4:

Weedy Soccer
Field.

Groundskeeper
determines
herbicide
treatment needed
to improve field
playability



Gina Henderson, [CC BY-ND](#)



Pest Sighting Example #4: Weedy Soccer Field

Pest Management Activity Log Page 1—Monitoring/IPM

Use this page for monitoring and general IPM steps taken. Assign a unique number in the last column to reference to Page 2—Trap and Bait Station Monitoring or Page 3—Pesticide Application

Site Cobanacook HS Soccer Field (can be building, room, field, playground, etc)



Pest Sighting #4

Date/Time	Pest(s) or Evidence Seen/Extent of Infestation	Specific Location (under sink, west goal soccer field, etc.)	By Whom	Company	IPM Steps Taken*	Ref. No. **
2:15pm 05/15/2021	Crabgrass	Entire field	groundskeeper		Implemented turfgrass BMPs (mowing, fertilizer, soil tests, watering, etc. Scouting showed turf is 35% crabgrass.	HS 1



Example #4. Record Keeping, Notification, and Signage Requirements for Weed-Killer Application During School Year

Product Selected:
EPA Reg. No: 2217-640-961



ACTIVE INGREDIENTS:	
2,4-dichlorophenoxyacetic acid.....	1.37%
(+)-(R)-2-(2-methyl-4-chlorophenoxy)propionic acid.....	0.31%
Dicamba: 3,6-dichloro-o-anisic acid.....	0.13%
OTHER INGREDIENTS:	98.19%
TOTAL	100.00%
THIS PRODUCT CONTAINS:	
27.4 lb. 2,4-dichlorophenoxyacetic acid equivalent per ton.	
6.2 lb. (+)-(R)-2-(2-methyl-4-chlorophenoxy)propionic acid equivalent per ton.	
2.6 lb. 3,6-dichloro-o-anisic acid equivalent per ton.	
Isomer Specific by AOAC Methods	

EPA REG. NO. 2217-640-961

(L) (D)
EPA Est. 981-PA-01; 981-L-01
Superscript used in first letter of lot number.

TRIMAC[®] is a registered trademark of PBI/Gordon Corporation.

KEEP OUT OF REACH OF CHILDREN

CAUTION

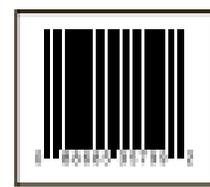
See back panel for complete Precautionary Statements and Directions for Use, including First Aid and Storage and Disposal.



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Lebanon Seaboard Corporation
1699 E. Cumberland St. • Lebanon, PA 17042
1-800-251-0628 • (717) 275-1685
Manufactured in U.S.A.

24-35799

NET WT. 20 LBS. (9.07 KG)
Covers up to 10,000 sq. ft.



Pest Management Activity Log Page 3—Pesticide Application

Example #4: Late Spring Herbicide Application

Use this page when Pesticide Applications are necessary. Use the chart to determine what type of notification and/or signage is required. The Reference number should connect to the last column on Page 1—Monitoring/IPM.

Site HS Varsity Soccer Field (can be building, room, field, playground, etc)

Reference Number from Monitoring/IPM page HS 1

1) What is the pest? How was the pest identified?

Broadleaf weeds: Plantain, chickweed, dandelions. County Extension office identified.

2) How was it determined that a pesticide application was necessary? Include information about the safety, economic or aesthetic threshold reached (see chapter 27 section 5C)

heavy use of field has allowed weeds to spread, posing risk of player injuries

3) Application information:

Date/Time 6/01/2021. 6:30am Applicator Name Iam Greene

Product Name Lebanon Broadleaf Weedkiller with Trimec Applicator License # 60145 ME

EPA Reg # 2217-640-961 Company AllGreen Landscaping Inc

Specific Location (under sink, west goal soccer field, etc) HS varsity soccer field





Pesticide Applications Requiring Advance Approval and Notice

In this example:

- Pesticide application scheduled for 6/01/2020
- Authorize pesticide application in advance with signature (5/20/2020).
- Notify parents/staff at least 5 working days in advance (5/21/2020)
- Post signs 2 working days in advance (5/29/2020)

4) Identify the type of application from the chart and continue to the required sections below.

Check one	See BPC Chapter 27 Section 3 for details about specific pesticide applications	IPM coordinator authorization	5 day notice to parents, guardians, staff	Signs posted 2 days prior to application
	INDOOR			
	General use antimicrobial products for cleaning	NA	NA	NA
	Paints, stains or wood preservatives	NA	NA	NA
	for control of stinging or biting insects	required (go to 5)	NA	NA
	injected into cracks, crevices or wall voids	NA	NA	NA
	bait blocks, gels, pastes, granular and pelletized materials in areas inaccessible to students	NA	NA	NA
	indoor application with no re-entry or restricted entry interval, but entry is restricted for 24 hours	NA	NA	NA
	mosquito control in the event of arbovirus positives as defined in Section 3C	NA	NA	required (go to 7)
	in facilities used for agricultural or horticultural education (see chapter 27 section 3D)	NA	NA	required (go to 7)
	Any other applications made while school is not in session*	required (go to 5)	NA	required (go to 7)
	Any other application made while school is in session*	required (go to 5)	required (go to 6)	required (go to 7)
	OUTDOOR			
	Any application made while school is not in session*	required (go to 5)	NA	required (go to 7)
X	Any application made while school is in session*	required (go to 5)	required (go to 6)	required (go to 7)

(Use the chart above to determine which of the following are required. For further clarification consult BPC Chapter 27)

- 5) Authorization by IPM coordinator Imin Charge 5/20/2020
signature date
- 6) Date notification sent to parents, guardians and staff: 5/21/2020
- 7) Date and locations of signs posted: 5/29/2020, soccer field gate and HS main office bulletin board
sted: _____



Exempt from IPM Coordinator's Pre-Approval

1. Routine hand-powered application of disinfectants
2. Baits, gels, pastes, injections into crack, crevice or wall void
3. Mosquito control when Maine CDC reports mosquito-borne disease is present.
4. FMI: see Pesticide Application Approval/Record form





Pesticide Applications Requiring Parent/Staff Notice and Signage

Additional Records Required

- Parent/Staff Notification record
- Signage record
- Pesticide Application Records
 - Applicator must provide records within 24 hours of application
- Pesticide labels* (*required for EPA-exempt pesticides)





Keep a copy of Parent/Staff Pesticide Application Notice in Logbook

Pesticide Application Notice

Dear Parent, Guardian or Staff Member:

Lebanon Broadleaf

I am writing to let you know that a pesticide with the trade name of weedkiller with Trimec with the EPA Registration number **2217-640-961** scheduled to be applied on June 01, 2020 2021 (date), at the specific location of Cobanacook HS Varsity Soccer Field

This is being done to control weeds to improve the playability of our field as part of our Integrated Pest Management Program to ensure a healthy school environment. Signs will also be posted at access points and at this central location: bulletin board adjacent to the main office at least two working days prior to, 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 accordance 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 Imin Charge at 207-999-9999!

Sincerely,

Imin Charge, IPM Coordinator





Keep Records of Required Sign Postings

- Keep records documenting when and where signs are posted as required.
- Ask applicator to provide an unused sign marked with application date.
- Place the clean (not sprayed) sign (or a photocopy) in your Pest Activity Logbook





Keep the Pesticide Application Records (provided by licensed applicator)

Must include:

- product name and EPA registration number
- specific location of application
- amount and method of application
- name of licensed applicator
- more

DATE AND TIME	AREA OR TARGET TREATED AND PEST	EQUIPMENT	FORMULATION, LOT NUMBER AND RATE (per acre, per 100 gallons, etc.)	TOTAL FORMULATION ADDED TO TANK OR HOPPER	AMOUNT OF MIXTURE USED	AMOUNT TREATED AND LOCATION	ADDITIONAL COMMENTS (Weather, applicator, severity of infestation, etc.)
May 12 1973 3 - 5 PM	Smith's Alfalfa weevil	Lawrence blower	malathion methoxychlor Double M 3 gts./acre #P340	15 gal.	50 gal.	20 acres Fields across the road from Jones	NE Wind at 4 MPH, sunny 70°, driver KAP, Alfalfa weevil
May 14 1973 7 - 9 PM	Johnson's Weal Lice	Root - Lowell	Ciovap 1 oz/animal #24-3	4 gal.	4 gal.	500 calves	Lice on veal calves, calves 5 weeks old, condition good, #47 sick, Helper KAP
May 15 1973 6 - 7 AM	University Lawns weeds	Jeep weed sprayer	2, 4-D 4 lbs./gal. Chipman #H-57-4	3 gal.	100 gal.	12 acres Arts Quad	Broadleaved weeds, No wind, sunny, dandelions 3' across Driver-RFP

Spray record sheet for certified applicators

Attach service provider's pesticide application records to matching IPM records in Pest Management Activity Logbook!





Contacts

- Board of Pesticides Control
 - thinkfirstspraylast.org
 - 207-287-2731
 - pesticides@maine.gov

- Maine School IPM Program
 - www.maine.gov/schoolipm
 - 207-215-4793
 - schoolipm@maine.gov

