

CHAPTER 4

Sample Forms

This section contains sample documents that are important to implementing an IPM program. They are general in nature and are intended as templates for you to modify to fit situations you encounter (or don't encounter). Periodically, we will update forms and place them on the North Carolina School IPM website (<http://schoolipm.ncsu.edu>).

INTEGRATED PEST MANAGEMENT POLICY STATEMENT

Pests are significant problems for people and property. Many pesticides pose potential risks to human health and the environment. This school district/child care facility is committed to maintaining a safe environment while also protecting the physical conditions of school/child care facilities. To this end, this facility will utilize integrated pest management (IPM) programs or incorporate IPM procedures into the maintenance program conducted by the facility. The school superintendent or child care director will appoint an IPM coordinator to implement IPM techniques.

A. Overview of IPM

IPM is a comprehensive approach that combines effective, economical, environmentally sound, and socially acceptable methods to prevent and solve pest problems. IPM emphasizes pest prevention and provides a decision-making process for determining if, when, and where pest suppression is needed and what control tactics are appropriate.

B. IPM Policy

The school district's/child care facility's IPM program will strive to do the following:

- Manage pests in the facility and minimize exposure of students, faculty, and staff to pesticides.
- Use pesticides only as needed to achieve pest management goals.
- Avoid applying pesticides other than baits in the presence of children. Toys and other items mouthed by children must be removed prior to pesticide application.

C. Use of IPM

The IPM program at this facility will include the following:

- Regular inspections and monitoring to detect and identify pest problems.
- Preventive actions, such as sanitation, pest exclusion, and habitat modification, to reduce future pest problems.
- If pesticides are used, they may not be applied in the presence of children. Toys, other items, and surfaces that may be touched or mouthed by children must be removed from the treatment area prior to pesticide application or cleaned thoroughly after the application. Pesticides will not be used based solely on a schedule but only as needed to achieve pest management.

D. Notification

Staff, students, and parents will be informed about potential pest problems, IPM policies and procedures, and their respective roles in achieving the desired pest management objectives. If an unscheduled pesticide application is deemed to be necessary by the IPM coordinator, parents and staff will be notified 72 hours prior to the pesticide application; this applies to both indoor and outdoor application of pesticides on the facility grounds. This notification does not apply to exempt pesticides, such as gel baits, containerized baits, and crack-and-crevice treatments. [See "Special Note about Outdoor Applications," below.]

E. Record Keeping

Records of all pest management activities shall be maintained, including inspection records, monitoring records, and pest-sighting logs, as well as a record of structural repairs and modifications.

F. Contractors

Any contractor hired by the facility to provide pest control or other services must comply with the facility's IPM and notification policy. S/he must be knowledgeable about the use of IPM in schools or child care facilities. Contractors must refrain from applying pesticides routinely and without cause. They must provide detailed service reports with each visit and provide recommendations for nonchemical pest prevention measures.

Special Note about Outdoor Applications (herbicides and insecticides):

There are few nonexempt outdoor applications for insects and weeds. Because outdoor treatments are subject to weather, accessibility (treating when the area is not in use), and even equipment availability, the advanced scheduling of planned treatments (such as preemergent herbicides applied to athletic fields) can be difficult. Herbicide treatments do not meet the criteria for "emergencies." However, the SCHA requires schools to give 72-hour advance notice of nonscheduled treatments "to the extent possible." Whenever possible and within whatever advanced time frame possible, you should provide notice of such treatments to parents and staff. We strongly recommend that IPM programs includes a series of alternate dates ("rain dates") for such applications. Other herbicide treatments in landscaped areas are typically made in response to finding weeds and therefore should be able to adhere to the 72-hour advance notification policy.

PEST-SIGHTING LOG

School/child care facility/site name: _____ *Date:* _____

<i>To be filled in by school/child care facility personnel</i>				<i>To be filled in by pest management professional</i>		
<i>Date</i>	<i>Type of pest seen</i>	<i>Name of person reporting sighting</i>	<i>Specific location where pest was seen</i>	<i>Date</i>	<i>Action taken and/or recommendations</i>	<i>Technician's name</i>

FACILITY INSPECTION CHECKLIST

Exterior Areas

Facility name: _____ Date of inspection: _____

Name of inspector: _____ Additional comments on back of page

<i>Building Exterior</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Doors close tightly					
Windows seal tightly; screens (if used) fit and are in good condition					
Walls and foundation areas clear of vegetation					
Utility service entrances sealed or screened					
Exterior water spigots not dripping or leaking					
Walls/roof line free of holes and cracks					
Vents (supply and exhaust) screened and unobstructed					
Exterior free from mold/mildew					
Adequate water drainage near foundation (no standing water)					
Roof in good condition and draining properly					
Gutters cleared of debris					
<i>Dumpster and Trash Collection Areas</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Dumpster doors close properly					
Dumpster drains plugged or screened					
Dumpsters placed on concrete slabs that are kept clean					
Dumpsters located adequate distance from doors					
Exterior trash cans have plastic liners and tight-fitting lids					
Surplus equipment or material not placed next to buildings					

FACILITY INSPECTION CHECKLIST
Exterior Areas

Facility name: _____ Date of inspection: _____

Name of inspector: _____ Additional comments on back of page

<i>Exterior Landscaping</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Adequate visibility between plants and buildings					
Building free from direct contact with trees, shrubs, or vines					
Building free from direct tree hazards					
Aesthetic appearance/safety features					
Fence line clear					

FACILITY INSPECTION CHECKLIST

Interior Areas

Facility name: _____ Date of inspection: _____

Name of inspector: _____ Additional comments on back of page

<i>Classrooms</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
No pesticides stored in classroom					
Sticky traps and/or bait stations placed out of the reach of children					
No food stored improperly in desks					
Cubbies and other storage areas organized					
Pet cages clean					
No food debris on tables, floors, counters					
Pet food and other food items kept in sealed containers					
Floor cleaned (vacuumed or mopped) regularly					
Edges of bulletin boards and blackboards sealed properly					
Items on walls free of signs of cockroaches					
Trash and recycling emptied daily					
Sinks dry overnight; cabinets clean; no sign of leaks					
Ceiling tiles in good condition; no signs of roof or pipe leaks					

FACILITY INSPECTION CHECKLIST
Gymnasium, Locker Rooms, Other Nonclassroom Areas

Facility name: _____ Date of inspection: _____

Name of inspector: _____ Additional comments on back of page

<i>Gymnasium/Locker Rooms</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Floor under bleachers or out in open cleaned regularly; no food/drink debris					
No leaks; drains free of debris					
Refreshment stands - no spilled food or beverages on floors, counters; trash removed after area is used					
<i>Offices, Teacher Prep/Lounge</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Food stored in sealable containers; expired foods discarded					
Floor, tables, and counters cleaned regularly					
Microwave, toasters, coffeemakers and other appliances kept clean					
Indoor plants not watered excessively					
<i>Custodial Closets</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Closet kept organized					
Floor drain free of debris					
Mops hung to dry overnight					
Buckets rinsed and emptied at end of day					

FACILITY INSPECTION CHECKLIST

Food-Service Areas

Facility name: _____ Date of inspection: _____

Name of inspector: _____ Additional comments on back of page

<i>Food Preparation and Serving Areas</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Walls — free of holes, cracks, and crevices					
Floors — in good repair, cleaned regularly					
Wall-floor junctions clean					
Drains — clean and operational					
Freezer and icemaker condensate lines free of organic debris					
Vents — screened, unobstructed					
Pipe chases sealed under sinks					
Ceilings — are tiles missing, stained, wet?					
Doors — are air curtains installed on loading doors? Operating?					
<i>Kitchen Equipment (around, underneath, clean, dry?)</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Stoves, hoods, fryers					
Mixers and meat slicers					
Dishwasher and tray drop-off area					
Microwaves, bread warmers, toasters					
Service lines (warmer legs and underneath)					
Refrigerator/freezer areas					
Countertops, sinks, drying board, surrounding areas					
Shelves, cabinets, drawers					
Icemaker, milk coolers, freezers					
Vending machines					

FACILITY INSPECTION CHECKLIST

Food-Service Areas

Facility name: _____ Date of inspection: _____

Name of inspector: _____ Additional comments on back of page

<i>Cafeteria/ Lunch Room Area</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Tables and chairs — are legs sealed or plugged?					
Tables and chairs clean (top surfaces, legs, underside)					
Floor cleaned regularly					
Utility closet well-organized and clean					
<i>Recycling and Trash Collection Areas</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Recycling bins emptied and cleaned routinely					
Trash cans have liners and lids that fit tightly; area around trash cans cleaned regularly					
<i>Delivery and Storage Areas</i>	<i>OK</i>	<i>Needs Work</i>	<i>N/A</i>	<i>Location</i>	<i>Comments</i>
Materials stored on racks 6"–12" above floor					
Areas behind storage rack are easily inspected					
Incoming supplies inspected as they arrive					
Incoming supplies dated after inspection and stock rotated					
Supplies stored on clean shelves and mobile storage carts					
Damaged, contaminated, or infested packages removed promptly					
Pallets and empty packaging taken to recycle area or trash disposal promptly					

IPM ACTION PLAN FOR: Nuisance ants (odorous house ants, Argentine ants, little black ants, etc.)

<i>Actions to be taken to control the problem</i>				
No. of Sightings*	First Actions	Sanitation, Exclusion, Habitat Alteration	Treat the Problem	Follow-up
Zero	Continue all preventive actions.	Maintain course. Install doorsweeps. Caulk and seal cracks/holes. Repair torn/ripped screens. Make sure there are no trees, shrubs, or vines touching the building. Conduct a thorough cleaning on a quarterly basis.	No treatment necessary.	1. Conduct quarterly inspection to identify conditions conducive to pests.
1–5 per month	<ol style="list-style-type: none"> 1. Review actions for zero pests to determine if there was an oversight. 2. Check area around pest sighting ASAP for conditions conducive to pests. 3. Ask pest control prof. to ID ant. 	<p>Sweep and mop areas where ants were found. Clean baseboards, counters, and around and under any equipment in area. Make sure all food items, including class pet food, are stored in pest-proof containers. Check for any plumbing leaks or other sources of moisture. Seal any openings (cracks, holes, etc.) in area.</p>	<p>Wait for confirmation that pest sighting wasn't just a lone ant. Hold off on baits for now.</p>	<ol style="list-style-type: none"> 1. Use sticky traps to determine extent of problem. 2. Reassess after two weeks to see if bait is needed. 3. Other follow-ups: _____ _____ _____
5–20 per month	<ol style="list-style-type: none"> 1. Review actions for zero and 1–5 pests. Complete overlooked tasks. 2. Call pest control prof. and be present when they inspect. 	<p>Intensively clean the area: move appliances, equipment, and other items. Check the area where ant was found for a water leak or other moisture problem. Check any indoor plants to make sure ants are not nesting in them. Take trash out every day. Make sure all outdoor trashcans have lids that fit properly. Make sure outdoor recycling bins are clean. Caulk and seal all openings (indoors and out).</p>	<p>Consider using a tamper-resistant bait station in areas of pest sightings. Keep baits out of the reach of children. Record locations of all bait stations.</p>	<ol style="list-style-type: none"> 1. Check and replace sticky traps weekly. 2. Replenish bait as needed. 3. Remove bait stations when ants no longer appear. 4. Other follow-ups: _____ _____ _____

*Number of sightings refers to the number of each specific pest seen in one site (e.g., a classroom), not the number of pests seen in the entire school or child care facility.

Actions to be taken to control the problem				
No. of Sightings*	First Actions	Sanitation, Exclusion, Habitat Alteration	Treat the Problem	Follow-up
20–50 per month	<ol style="list-style-type: none"> 1. Review all actions in above rows. Complete all overlooked tasks. 2. Call pest control prof. Be present when they come to inspect, and follow recommendations. 3. If you still have not determined exactly where ants are coming from, look very closely and try to pinpoint location(s) of infestation (check odd places that may have been overlooked before). 	<p>Perform rigorous cleaning on a daily basis. Check for any overlooked holes inside and out that ants may be using to gain access to building.</p>	<p>Place several tamper-resistant bait stations where ants have been sighted. Work with pest control prof. Consider use of insect growth regulators (IGRs) and/or boric acid in openings ants may be using to get into building. IGRs and boric acid, though less toxic than sprays, still require notification to staff and parents two days before use (unless they are applied as crack-and-crevice or void treatments).</p>	<ol style="list-style-type: none"> 1. Check and replace sticky traps weekly. 2. Replenish bait as needed. 3. Remove bait stations when pests are gone.
50+ per month	<ol style="list-style-type: none"> 1. Review actions in rows above. Complete ALL overlooked tasks. 2. Locate nest(s) or area(s) where ants are getting in building if they have not been located. Your pest control prof. can help you with this. 	<p>Continue all steps in rows above. Make sanitation part of everyone's job. Make sure trash is taken out of all rooms, including classrooms, on a daily basis. Make sure teachers and students are not storing food in desks, lockers, or cubbyholes.</p>	<p>Place several tamper-resistant bait stations in areas of infestation. Use IGRs and/or boric acid behind walls with no ventilation. If a crack/crevice spray must be used, request the least toxic one. Request an outdoor perimeter spray to help keep ants out of building.</p>	<ol style="list-style-type: none"> 1. Continue to check traps weekly or more frequently if necessary.

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IPM ACTION PLAN FOR: Cockroaches

<i>Actions to be taken to control the problem</i>				
No. of Sightings*	First Actions	Sanitation, Exclusion, Habitat Alteration	Treat the Problem	Follow-up
Zero	Continue all preventive actions.	Maintain course. Install door sweeps. Caulk and seal cracks/holes. Repair damaged walls and loose baseboards. Repair torn/ripped screens. Conduct a thorough cleaning on a quarterly basis. Clean up spills as soon as possible. Clean and dry countertops at the end of every day. Never leave water in mop buckets or sinks overnight. Hang mops to dry after use. Check incoming supplies before stocking. Keep relative humidity below 55% in dry storage areas.	No treatment necessary.	<ol style="list-style-type: none"> 1. Maintain monitor traps in kitchen, storage closet, pantry, bathrooms, classrooms (in tamper-resistant boxes out of reach of children), and other relevant areas; check monthly. 2. Conduct quarterly inspections to identify conditions conducive to pests.
1–5 per month	<ol style="list-style-type: none"> 1. Review actions for zero pests to determine if there was an oversight. 2. Check area around pest sighting ASAP for conditions conducive to pests. 3. Ask pest control service to ID roach. 	<p>Sweep and mop areas where roaches were found. Clean baseboards, counters, and around and under any equipment in area. Make sure all food items, including pet food, are stored in pest-proof containers. Check for any plumbing leaks or other sources of moisture. Check floor drains to see if they are clogged. Seal any openings (cracks, holes, etc.) in area. Repair any loose floor tiles, baseboards, etc. in area. Address clutter problems in the area.</p>	<p>Wait for confirmation that pest sighting wasn't just a lone roach. Continue using sticky traps. Hold off on baits for now.</p>	<ol style="list-style-type: none"> 1. Check traps in two to three days to determine extent of problem. 2. Reassess after two weeks to see if bait is needed. 3. Other follow-ups: _____ _____ _____

*Number of sightings refers to the number of each specific pest seen in one site (e.g., a classroom), not the number of pests seen in the entire school or child care facility.

Actions to be taken to control the problem				
No. of Sightings*	First Actions	Sanitation, Exclusion, Habitat Alteration	Treat the Problem	Follow-up
5–20 per month	<p>1. Review actions for zero and 1–5 pests. Complete overlooked tasks.</p> <p>2. Call pest control prof. and be present when they inspect.</p>	<p>Intensively clean the area: move appliances, equipment, and other items. Clean pantry shelves to corners. Restrict food to certain areas of the facility. Take trash out every day. Make sure all outdoor trashcans have lids that fit properly. Make sure outdoor recycle bins are clean. Caulk and seal all openings (indoors and out). Remove or organize clutter. Dispose of all cardboard.</p>	<p>Consider using a tamper-resistant bait station in areas of pest sightings. Keep baits out of the reach of children. Record locations of all bait stations.</p>	<p>1. Check and replace sticky traps weekly.</p> <p>2. Remove bait stations when pests no longer show up.</p> <p>3. Other follow-ups:</p> <p>_____</p> <p>_____</p> <p>_____</p>
20–50 per month	<p>1. Review all actions in above rows. Complete all overlooked tasks.</p> <p>2. Call pest control service. Be present when they come to inspect, and follow recommendations.</p> <p>3. If you still have not determined exactly where roaches are living, look very closely and try to pinpoint location(s) of infestation (check odd places that may have been overlooked before, such as hollow table legs.)</p>	<p>Perform rigorous cleaning on a daily basis. Check for areas where pests may be coming in that may have been overlooked before (lockers/cubby-holes, cardboard boxes, paper bags, etc.). Check for any overlooked holes inside and out that roaches may be using as harborage or to gain access to building. Child care facilities that share building with other tenants should meet to see if roaches are a common problem.</p>	<p>Place several tamper-resistant bait stations where roaches have been sighted. Work with pest control service. Consider use of insect growth regulators (IGRs) and/or boric acid behind walls with no ventilation (baits and void treatments are exempt from notification).</p>	<p>1. Check and replace sticky traps weekly.</p> <p>2. Remove bait stations when pests are gone.</p>
50+ per month	<p>1. Review actions in rows above. Complete ALL overlooked tasks.</p> <p>2. Locate area(s) of infestation if they have not been located. Your pest control prof. can help you with this.</p> <p>3. Schedule a vacuum clean-out with pest control prof.</p>	<p>Continue all steps in rows above. Make sanitation part of everyone's job. Make sure trash is taken out of all rooms, including classrooms, on a daily basis. Don't leave food garbage in rooms overnight. Make sure teachers and students are not storing food in desks, lockers, or cubbyholes.</p>	<p>Treat behind bulletin boards in infested areas. Ban clutter and throw away useless material. Schedule a vacuum clean-out with pest control service. After clean-out, place several tamper-resistant bait stations in areas of infestation. Use IGRs and/or boric acid behind walls with no ventilation. If a crack/crevice spray must be used, request the least toxic one.</p>	<p>1. Continue to check traps weekly or more frequently if necessary.</p>

*Number of sightings refers to the number of each specific pest seen in one site (e.g., a classroom), not the number of pests seen in the entire school or child care facility.

IPM ACTION PLAN FOR: Rodents (indoors)

<i>Actions to be taken to control the problem</i>				
<i>No. of Sightings*</i>	<i>First Actions</i>	<i>Sanitation, Exclusion, Habitat Alteration</i>	<i>Treat the Problem</i>	<i>Follow-up</i>
Zero	Continue all preventive actions.	Make sure all holes, cracks, or other openings on building are sealed. Use copper mesh, screen, sheet metal, or caulk to close openings. Install door sweeps. Store items in pantry on shelves 6"-12" off the floor to facilitate inspection, monitoring, and cleaning. Keep open packages in sealed pest-proof containers.	No treatment necessary.	Conduct quarterly inspection in kitchen, pantry, storage closet, classrooms, etc. for evidence of rodents (droppings, nesting material, gnawing damage, outdoor burrows, etc.) and conditions conducive to pests.
1-3 rodent sightings or evidence of rodents (droppings, gnawing damage, nesting material, etc.) per month	<ol style="list-style-type: none"> 1. Review actions for zero pests to determine if there was an oversight. 2. Check area around pest sighting ASAP for conditions conducive to pests. 3. Determine what rodent (mice, rat) is present. Your pest control service can help with this. 	Clean area of any droppings or nesting material. Make sure all food items (including pet food in classrooms) are stored in pest-proof containers. Check area of pest sighting for any spilled food or beverage.	Consider using snap traps or sticky traps (placed in secure, tamper-resistant bait boxes) in areas where rodents have been seen. Place boxes in areas out of the reach of children.	<ol style="list-style-type: none"> 1. Check daily and replace traps as needed. 2. Remove bait boxes when pests no longer show up. 3. Other follow-ups: _____ _____ _____
Evidence of rodents where students or staff are likely to contact them OR More than 3 rodent sightings per month	Inspect area as soon as possible for areas of entry, harborage, and sources of food and water.	Review actions above to determine if there was an oversight.	Consider using snap traps or sticky traps (placed in secure, tamper-resistant bait boxes) in areas where rodents have been seen. Place boxes in areas out of the reach of children.	See follow-ups above. Other follow-ups: _____ _____ _____

*Number of sightings refers to the number of each specific pest seen in one site (e.g., a classroom), not the number of pests seen in the entire school or child care facility.

IPM ACTION PLAN FOR: Wasps, hornets, yellow jackets, bees, fire ants

<i>Actions to be taken to control the problem</i>					
No. of Sightings*	First Actions	Sanitation, Exclusion, Habitat Alteration	Treat the Problem	Follow-up	
Nest located in high-risk area (occupants are likely to contact them)	Pest emergency: immediate action required. Keep occupants AWAY from the area where pests are located (evacuate room, suspend recess, seal off the infested area). Contact pest control prof. immediately.		Pest control prof. should treat or remove the nest. Notification must take place as soon as possible following application.	Ask prof. pest control service (contracted or in-house) to check area/nest to ensure that all insects have been killed.	
1 or 2 pests found indoors (occasional invader)	Keep occupants away from the pest. Trap and remove or kill pest with flyswatter, etc.	Make sure all holes or other openings on building are sealed. Keep unscreened windows and doors closed when not in use. Make sure all screens fit properly and are not damaged.	Contact pest control prof. to inspect for evidence of a nest. Pest control prof. should treat any nest found.	Have area/nest checked to ensure that all insects have been killed.	
Several pests found swarming around teachers, students, and others outdoors	Keep people away from flying insects.	Make sure all outdoor trashcans have lids that fit properly. Make sure outdoor recycling bins are emptied routinely. Move trashcans and recycling bins away from outdoor play areas.	Inspect area for evidence of a nearby nest. Contact pest control prof. to remove or treat any nest found. If no nest found, keep people away from area until wasps/bees have moved on.		
Honeybee swarm outdoors	Keep people away from the area.		Two options: 1. High-risk area: Contact a local beekeeper to remove the swarm. 2. Low-risk area: The swarm should move on in a few hours, after the bees have found a suitable location for a new nest. You may simply wait for the bees to leave the area.		

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INTEGRATED PEST MANAGEMENT PROGRAM ASSESSMENT TOOL

School district/child care facility: _____ Date: _____

Assessed by: _____

Check what has been accomplished and then prioritize what needs to be done to improve the IPM program.

IPM policies, procedures, and plans:

- IPM policy adopted.
- Copy of policy kept on file.
- Copy of policy has been circulated to school/child care facility administrators (principals, cafeteria managers, etc.).

Roles and responsibilities:

- IPM coordinator designated.
- IPM coordinator and members of school/child care facility community know their roles in the IPM program.

IPM plan:

- IPM plan detailing response to each major pest infestation exists.

If pest control is contracted:

- Pest management professional has knowledge and experience in IPM.
- The contract reflects IPM requirements (inspections, monitoring, pesticides not used on a schedule, etc.).
- A clear channel of communication has been established for the contractor to follow if nonexempt pesticides or application methods appear to be necessary.

If pest control is conducted in-house:

- Pest control staff has received training in pest control.
- Pest control staff has received IPM training.

Notification policy/procedure:

- Each school/child care facility has procedure for notifying parents, guardians, and staff.

- Copies of notification letter in IPM records.
- Registry of names to notify as well as annual letter to notify parents about registry.
- Procedures for pest emergencies established.

Establish procedures for pest emergencies:

- We have a separate procedure and notification letter for using pesticides in a pest emergency.
- We have in place a process for reviewing the conditions that gave rise to the emergency.

Staff training:

- Educate staff, students, faculty, and parents about IPM, because IPM is a team effort.
- IPM coordinator received training.
- IPM is included in core staff training (for new custodial or maintenance crew).
- IPM is included in teacher and staff inservice training.
- We have established a source for retraining and a schedule for retraining.
- No pesticides of any kind can be used without the express permission of the IPM coordinator.

Record keeping (kept with IPM/pest control records in the main office):

- IPM policy and plan.
- IPM contract (if applicable).
- Pest-sighting logs.
- Inspection records and recommendations.
- Pesticide application records.
- Materials Safety Data Sheets and pesticide labels.
- Copies of work orders to address pest problems.

(Note: Adapted with permission from the Safer Pest Control Project: <http://www.spcpweb.org>.)