INTEGRATED PEST MANAGEMENT

The maintenance staff of the School District shall make every effort to inspect, identify, monitor, evaluate, and control vermin and pests, as well as their method of entry within our buildings. The Coordinator of Maintenance/Operations shall serve as the District's "Integrated Pest Management Coordinator," or IPMC.

The District's IPMC shall solicit and keep a list of parents, students, and staff members who wish to receive written notification prior to any application of pesticides to any school property, or herbicides on any school grounds. Such notification will take place a minimum of two business days prior to the application of the pesticide or herbicide, and must include the name of the chemical sprayed, the intended date of application, and the name and telephone number of the IPMC. Notification may take place via letters, newsletters, bulletins or calendars -- whichever is most convenient for the school district. NOTE: The law does not require notification for use of antibacterial or antimicrobial agents, disinfectants, or deodorizers; nor insecticides such as ant, spider or bee spray; nor rodent/roach traps or baits.

All pesticides/herbicides shall be stored in locations designated by the School District IPMC. Only chemicals registered with the Illinois Department of Agriculture, as well as the US Environmental Protection Agency may be approved by the IPMC, for use.

Staff may report vermin infestations using regular request for maintenance forms.

The IPMC, or his/her designee, shall maintain a list of inspection, application, and extermination data in a control file.

ADMINISTRATIVE PROCEDURES FOR ADMINISTERING
THE INTEGRATED PEST MANAGEMENT POLICY

I. DEFINITIONS

A. Pests

Pests are populations of living organisms (animal, plants or microorganisms) that interfere with the human purposes for the school site. All pests do not pose a danger or problem to people or property. Strategies for managing pests populations will be influenced by the pest species and the threat they pose to people, property or the environment.

B. Pest Management

Pests will be managed to:

Reduce any potential human health hazard or to protect against a significant threat to public safety;

Prevent loss or damage to school structures or property;

Prevent pests from spreading in the community or to plant and animal populations beyond the site;

Enhance the quality of life for students, staff and others.

C. Integrated Pest Management Procedures ("IPM")

An IPM program consists of a cycle of inspecting, identifying, monitoring, evaluating and choosing the appropriate method of control. Routine inspection and accurate identification of pests are vital steps in IPM to ensure that control methods are effective. Once the pest has been identified and the source of its activity pinpointed, habitat modifications - primarily exclusions repair and sanitation efforts - may greatly reduce the prevalence of the pest. Monitoring includes inspecting areas of post evidence, entry points, food, water and harborage sites, and estimating pest population level. The information gained through monitoring is evaluated to determine whether the action threshold has been exceeded and what needs to be done in the way of prevention.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Applying IPM principles prevents unacceptable levels of pest activity and damage through the most economical means and with the least possible hazard to people, property and the environment.

It is the policy of School District to utilize IPM principles to manage pest populations adequately. Selected non-chemical pest management methods will be implemented whenever possible. The full range of alternatives, including no action will be considered.

The choice of using a pesticide will be based on a review of all other available options and a determination that those options alone are not acceptable or not feasible. The least hazardous material will be chosen when it is determined that a pesticide must be used to meet important management goals. The application of such pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 USC 136 et seq.), School District policies and procedures, U.S, Environmental Protection Agency (US EPA regulations in 40 CFR), Occupational Safety and Health Administration regulations, and state and local regulations.

II. INTEGRATED PEST MANAGEMENT COORDINATOR

The District's Coordinator of Maintenance/Operations shall be the Integrated Pest Management Coordinator. The Coordinator's duties shall include:

* Ensure that periodic inspections are conducted.
* Review and evaluate written reports of pests from staff members.
* Formulate plans to eliminate pests that pose a danger to the health and safety of students and staff or may damage District buildings or grounds.
* Considers applicator, student and staff safety, effectiveness, costs, potential liability and time commitment when determining actions to be taken.
* Coordinate pesticide applications with activities conducted in District buildings so as to minimize exposure to students and staff.
* Maintain written records of inspections, reports of pests, actions taken to eliminate pests and pesticide applications

III. INSPECTIONS

The most important component of the District's Integrated Pest Management Program is the periodic comprehensive inspection of key areas. The inspection must be done at least monthly and shall be done more often if needed.

A. Inspections By Trained Staff

Inspections must be conducted by trained staff members who:

1. Know the life cycle and habits of the pests commonly found in District buildings or on District grounds;

2. Know he signs of the pests that are most likely to be found in District buildings or District grounds;

3. Are familiar with how pests that can enter District buildings; and

4. Can identify or obtain an accurate identification of any specimen.

B. Inspections When No Trained Staff.

Inspections may also be conducted by a commercial pest control professional or a member of a local board of health.

C. Areas to Be Inspected

In addition to locations where pests have been sited in the past, the following areas must be inspected:

Kitchen and food storage areas
Cafeterias
Dumpsters and areas where refuse is stored
Restrooms
Locker rooms, including lockers
Entrances and hallways
Student lockers
Rooms or areas located above and below infested areas
Boiler rooms
Large machinery
Employee lounges
Janitorial closets

IV. MONITORING OF AREAS SUSCEPTIBLE TO PESTS

A. Requiring Monitoring

Areas that are susceptible to pests, or where pests have been found in the past, shall be monitored. The Pest Management Coordinator shall assign staff to assist by monitoring specific areas at specific intervals. (See Appendix l) The length of the intervals shall depend on whether the area is one that is highly susceptible to pests to whether there has been evidence of pests in the past. Monitoring can be done through visual inspections, spring traps, glue traps or other methods that trap pests.

B. Results of Monitoring Reported to Pest Management Coordinator

Each time a pest monitoring is conducted, the results shall be reported to the Pest Management Coordinator. The results of monitoring which is done on a frequent schedule, such as daily, may be reported on some specific schedule, i.e., weekly, every tenth inspection. All sightings of pests shall be reported on a Pest Sightings Report. The report used by the School District's exterminator can be used by School District employees. All other sightings of any kind shall be reported in writing and shall identity the area inspected, and whether evidence of pests were sighted even if no pests were sighted or other relevant information. The Pest Management Coordinator shall review monitoring reports and determine if further action is required.

V. PREVENTION OF PEST PROBLEMS

Successful use of pest prevention measures will decrease the need to use pesticides. There are various ways that Pest problems can be prevented, including improved sanitation, management of waste, addition of physical barriers and modification of habitats that attract or harbor pests. Any prevention methods that are used shall be documented on a Record of Pest Control Procedures sheet see Appendix 2) so the methods can be evaluated. Pest prevention methods will include:

A. ENTRYWAYS (Doorways, overhead doors, windows, holes in exterior walls openings around pipes, electrical fixtures or ducts.)

Keep doors shut when not in use.

Place weather strips on doors and maintain tight door thresholds.

Caulk and seal openings in walls and seal utility chases,

Install or repair screens.

Install air curtains.

Keep vegetation shrubs and wood mulch at least eighteen inches away from structures.

B. CLASSROOMS AND OFFICES. (Classrooms, laboratories, administrative offices, auditoriums, gymnasiums and hallways.)

Allow food and beverages only in designated areas. If students are allowed to keep lunches in lockers, food shall never be left in lockers overnight.

If indoor plants are present, keep them healthy. Occasionally, indoor plants may be a source of pests. When small insect infestations appear, remove them manually. If manual removal is not possible, use insecticidal soaps or insecticides that are not volatile. It may be necessary to move the plant to an unoccupied room for treatment.

Keep areas as dry as possible by removing standing water, and water damaged or wet materials.

In the science lab, store animal foods in tightly sealed containers and clean cases regularly. Remove dust and debris in all areas.

Clean lockers and desks routinely. Check under desks for gum.

Vacuum carpeted areas frequently

If students get head lice, consult your local health department and have their parents contact a physician. Discourage students from exchanging hats or caps at school.

C. FOOD PREPARATION AND SERVING AREAS (Dining rooms, main kitchen, teachers' lounge, home economics kitchen, snack area, vending machines and food storage rooms.)

Store food and waste in containers that are inaccessible to pests. Food shall be stored on non-wood racks and shall not be stored on the floor. Containers must have tight lids and be made of plastic, glass or metal. Waste should be removed at be end of each day.

Place screens on vents, windows and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways

Create inhospitable living conditions for pests by reducing availability of food and water; remove food debris, sweep up all crumbs, fix dripping faucets and leaks and dry out wet areas.

Improve cleaning practices, including promptly cleaning food preparation equipment after use and removing grease accumulation from vents, ovens and stoves. Use caulk or paint to seal cracks and crevices.

Capture rodents by using mechanical or glue traps. Place traps in areas inaccessible to children. Mechanical traps, including glue boards, used in rodent control must be checked daily if there is existing dog infestation. Dispose of killed or trapped rodents within 24 hours.

Raccoons, Squirrels and Bats are protected animals. The only people who can remove them from a District building or grounds is a specialist licensed by the Illinois Department of Natural Resources.

D. ROOMS AND AREAS WITH EXTENSIVE PLUMBING (Bathrooms, rooms with sinks, locker rooms, dishwasher rooms, swimming pools and greenhouses.)

Promptly repair leaks and correct other plumbing problems to deny pests access water.

Routinely clean door drains, strainers and grates. Seal pipe chases.

Keep areas dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.

Do not store paper products or cardboard boxes near moist areas, directly on the floor, or against the wall.

E. MAINTENANCE AREAS (Boiler-room, mechanical room, janitorial-housekeeping areas and pipe chases.)

Promptly clean mops and mop buckets after use; dry mop buckets and hang mops vertical, on a rack above a floor drain.

Allow eating in designated areas only

Clean trashcans regularly, use plastic liners and secure lids.

Keep areas as clean and dry as possible and remove debris.

F. PLAYGROUNDS, PARKING LOTS, ATHLETIC FIELDS, LOADING DOCKS AND REFUSE DUMPSTERS

Regularly clean trash containers and gutters and remove all waste.

Secure lids on trash containers.

Repair cracks in pavement and sidewalks.

Provide for adequate drainage away from the structure and on the grounds.

VI. USE OF PESTICIDES

A. Applying Pesticides Judiciously

Pest management shall be achieved through nontoxic, biological, cultural, mechanical or natural control methods to the greatest extent possible. Pesticides may be used when other methods are not successful or practical. All pesticide use must be approved by the Integrated Pest Management Coordinator. The Integrated Pest Management Coordinator must consider the toxicity of the product and application techniques before approving any pesticide use. Because excessive or improper application of pesticides can cause injury, these materials should be applied by qualified applicators in a manner to ensure maximum efficiency with minimal hazard. Pesticides should be applied only when occupants are not present in areas where they are applied.

Although the US EPA registers pesticides for use within the United States, registration should not be taken to mean that a particular pesticide is "safe" under all conditions of use. Pesticide label directions must be read and followed and exposure to people and non-target species of animals and plants must be minimized.

B. Procedures For Applying Pesticides

The following general recommendations must be followed to minimize exposure to people and other non-target species when the application of pesticides is considered:

All pesticides used in Illinois must be registered by the US EPA and the Illinois Department of Agriculture.

Read and follow all label instructions

If possible, choose a pesticide that is as target-pest specific as possible, i.e., intended for the pest you are trying to control rather than a broad spectrum pesticide.

Do not use sprays, foggers or volatile formulations. Instead, use baits and crack and crevice applications. Look for crack and crevice label instructions on how to apply the pesticide. These treatments maximize the exposure of the pest to the pesticide while minimizing the pesticide exposure for the occupants.

Place all rodenticides regardless of packaging in locations not accessible to children and non-target species or in tamper-resistant bait boxes. Outdoors, bait may be placed inside the entrance of an active rodent burrow and the burrow entrances should then be caved-in or buried over the bait to prevent non-target access to the bait. Securely lock or fasten shut all lids of all bait boxes. Place bait in the baffle-protected feeding chamber of the box and never in the runway of the box.

Apply only when students and staff are not in the areas where the pesticide will be applied. Note any re-entry time limits listed on the label and be aware that some residues can remain long after application.

Properly ventilate areas after pesticide application. Ensure that the ventilation system will not spread pesticide or its fumes to other parts of the building.

Use proper protective clothing or equipment when applying pesticides.

Keep copies of current pesticide labels' consumer information sheets and Material Safety Data Sheets (MSDS) accessible.

C. Notification of Pesticide Application to Students and Parents

The Integrated Pest Management Coordinator shall keep a registry of parents, guardians of students and staff members who have registered to receive written notification prior to any application of pesticides to any school structure or on any school grounds. Written notification can be given to each specific person who requested written notice or to all parents, guardians and staff in newsletters, bulletins, calendars or other general correspondence. Notification is not required for antimicrobial agents such as disinfectants, sanitizers or deodorizers, or for insecticides or rodenticide baits. Written notice must be given at least two business days before the pesticide application. It must identify the date of the pesticide application and the phone number for the Integrated Pest Management Coordinator.

Prior written notice is not required if the pesticide application is in response to an imminent threat to health or property provided the Integrated Pest Management Coordinator signs a statement describing the health threat and notice is given as soon as practicable.

D. Storing Pesticides

Pesticides shall not be stored in school buildings unless they are stored in places that are locked and inaccessible to all unauthorized personnel. Pesticides must be stored in spaces that are physically separated and closed off from occupied spaces and which have adequate ventilation. Notice of the presence of pesticides shall be posted outside of the storage area. Storage spaces must be ventilated directly to the outside. Precautions must be taken to ensure that air in the storage space is not mixed with the air of the central ventilation system.

All pesticides must be stored in their original containers and lids shall be tightly secured. All childproof caps shall be properly fastened. Pesticides shall not be stored in places where flooding is possible or which may be reached by leaking water. Pesticides shall not be stored near any ignition source.

VII. RECORD KEEPING

Accurate records on inspections, identification of pests and monitoring will show improvements in contaminated environments such as less food, water or shelter, physical charges to infested parts of buildings and changes in pest populations. Such information will enable the Integrated Pest Management Coordinator to make good pest management decisions. The Integrated Pest Management Coordinator shall keep the following records;

A copy of the Pest Management Plan

A copy of the current EPA-registered label and the current MSDS for each pesticide product used on school property.

Pest surveillance data sheets that record in a systematic fashion the type and number of pests or other indicators of pest population levels revealed by the monitoring program for the site

Some record, such as a diagram, noting the location of pest activity including the location of all traps, trapping devices and bait stations in or around school buildings.

Appendix 2
Record of Pest Control Procedures

Method of Control	*Description*	
Pesticide ( ) Yes ( ) No	Site of Application:	Application Method:
If yes, time and date of application:	Pesticide Used:	Amount Used:
	Target Pest(s):	Expected Results:
Nonchemical Control ( ) Yes ( ) No	Time and Date:	Site:
	Target Pest(s):	Method of Control:
Traps ( ) Yes ( ) No	Location of Traps:	
If yes, types of traps:	Expected Results:	
Mechanical Exclusion ( ) Yes ( ) No	Building/Equipment Repairs:	Screening:
If yes, method:	Harborage Reduction:	Other:
Procedural Changes ( ) Yes ( ) No	Supply Storage:	Waste Disposal:
	Food Handling:	Equipment Cleaning:
If yes, method:	Housekeeping:	Expected Results: