| **Action Item** | **Frequency** | **Potential Resources Required** | **Responsibility and Location** | **Type of Records and Documents** | **Governing Agency** |
| --- | --- | --- | --- | --- | --- |
| Indoor IPM Plan | Annual update  Update when strategies change | * Possible contractor costs * Possible secretarial time | * IPM Coordinator with input from contractor and team * Docs - School to have on-site | * IPM Plan * Monitoring logs * Service reports * Pest siting logs |  |
| Outdoor IPM Plan | Annual update  Update when strategies change | * Possible contractor costs * Possible secretarial time | * IPM Coordinator with input from contractor and team and possibly another city agency (Parks and Recreation and/or Public Buildings) * Docs - School to have on-site | Requires the following records;   * Lists of weeds and noxious weeds and treatment strategies * Schematics of sites with problem areas identified. * Fertilizing, aerating, seeding, mowing and watering schedules * Monitoring logs * Pesticide (names and EPA numbers) you anticipate using * Pesticide treatment reports * Outdoor equipment logs – calibration, sharpening, cleaning * List outdoor buildings * Lighting strategies and schedules * Waste management methods |  |
| IPM Monitoring and Documentation of Pest Sitings | On a schedule for routine and high priority areas, and as needed per incident | * Contractor costs based on frequency and types of services * Custodial time | * IPM Contractor * Custodian with input from staff submitting siting reports * Facility Manager * Docs - School on-site | * Pest Siting Logs * Monitoring Logs * Contractor Service Reports |  |
| Hire IPM contractor | Annual contract   * routine monitoring * services as needed | * Contractor service fees | * Responsibilities and Docs - Facility Manager, Business Manager, or Purchasing dept | * Vendor RFP * Vendor Contract |  |
| Notify community regarding outdoor pesticide application | Per incident | * Staff time | * Vendor provides information to school * School (IPM Coordinator) sends to community * Docs – school on-site | * Standard written notification for outdoor pesticide use |  |
| Outdoor Pesticide application | Per incident | * Licensed Pesticide Applicator | * IPM Contractor * Outdoor IPM Coordinator (school or municipal department) * Docs – pesticide applicator office (3-5 years) and school on-site (5 years) | * Posting of areas to be treated * Pesticide use records * Pesticide Standard Written Notification Form * The Consumer Information Bulletin for Schools * Chemical Specific Fact Sheet(s) taken from TOXNET on the internet |  |
| Emergency waivers | Per incident | * Staff time | * IPM coordinator fax to and obtain approval from Health Department or governing agency | * Approved Waiver to be with pesticide applicator when applying pesticide. |  |
| IPM related repairs | As needed | * Maintenance | * Facility Manager * Business Manager * Contractors | * Contractor service reports documenting need * Work orders |  |
| IPM Team and Coordinator | Annual | * Staff time | * School building | * List of team names and contact information * Meeting minutes |  |
| Pesticide disposal | As needed | * Contractor disposal costs | * Facility Manager | * HW Transport Manifest * Hazardous Waste Generator Identification Number |  |