| **Activity, Area or Issue** | **Citation or Reference** (e.g., regulation, guidance, standard) | **Requirement/**  **Best Practice** | **Questions for District to Consider** | **Yes**  **No**  **Partial**  **Don’t know**  **NA** | **Action Steps** | **Assessment Questions for School** | **Yes**  **No**  **Partial**  **Don’t know**  **NA** | **Action Steps** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IPM** |  | An Integrated Pest Management (IPM) Plan that covers indoor and activities is developed and implemented for every school building and all properties where school activities are conducted. | * Does each school have an Indoor and Outdoor IPM Plan that has been electronically submitted and updated each year? * Do all school properties or areas where school activities are conducted have an Outdoor IPM Plan? * Is anyone at the district level assigned responsibility to check if school IPM Plans are updated and implemented? |  |  | * Have you electronically submitted both an Indoor and Outdoor IPM plan for your building ? * Do you update these plans annually? * Do you know where the IPM Plan for your school is located? * Does your IPM vendor follow the IPM strategy in your plan? |  |  |
|  | An IPM Coordinator (school employee) and IPM Team members are annually designated in each school. | * Is there a district procedure to annually designate IPM coordinators and team members in each school? |  |  | * Does your school have an IPM Coordinator (must be a school employee)? * Have team members been assigned to the IPM Team? * Does the IPM Team develop and oversee the IPM strategy and implementation in your building? |  |  |
|  | School employees and contractors are aware of their roles and responsibilities in the implementation of the IPM Plan. | * Is there a procedure to guide the communication of IPM roles and responsibilities within each school building? * Is there an IPM training program to train IPM Teams and school personnel on their IPM roles and responsibilities? |  |  | * Does the IPM Team and school personnel (including teachers, kitchen staff, teachers, building management staff) receive annual IPM training? |  |  |
| **IPM Plan and Record Keeping** |  | Records are kept on all IPM activities. | * Are records generated from the IPM contractor and other IPM activities forwarded to school buildings for inclusion in their IPM Plan? |  |  | * Are pesticide use records, copies of pesticide labels, and Material Safety Data Sheets (MSDS) maintained on site in a central location with the IPM Plan and available upon request to the public? * Is a pest activity log in place? * Do you maintain records of monitoring data? * Do IPM Contractors provide service reports during site visits? |  |  |
| **IPM Contract-ors and Licensed Applicat-ors** |  | Pesticide applicators, (including school personnel) must hold current and valid commercial certification license, and maintain insurance certificates | * Do your IPM contract specifications require pesticide applicators to have commercial certification or a license issued by the state and a requirement to maintain insurance certificate? |  |  |  |  |  |
|  | Pest management contractors understand the requirements of the Children’s and Families Protection Act and practice IPM. | * Do contract specifications for IPM contractors require compliance with the requirements of state regulations, including; IPM strategies, notification requirements, waivers, and allowable pesticides? |  |  |  |  |  |
| **Notificat-ion** |  | Schools provide notification of pesticide use to parents and school employees. |  |  |  | * Does your school provide notification to parents and school employees for outdoor pesticide use, posting, and emergency waivers? |  |  |
| **Monitoring Pest Problems** |  |  |  |  |  | * Do you have pest monitoring program, which uses non-toxic sticky traps, pheromone traps, and insect light traps? * Do you use your monitoring data to develop or change your IPM strategy? |  |  |
| **Preventing and Mitigating Problems** |  | Conditions and situations which contribute to pest problems are identified, corrected, and prevented. | * Are there procedures for using data from school pest siting logs and monitoring activities to create work orders or plan corrective actions due to repair, maintenance and sanitation problems inside and outside the building? * Trash/Dumpster Management: Do contracts with trash vendors specify IPM criteria [e.g., frequency of pick-up and cleaning of dumpsters, location and sealing of dumpsters, dumpster specifications (equipped with drain hole plugs/tight fitting lids)]? |  |  | * Are conditions and situations which contribute to pest problems identified, reported to the district, corrected and prevented both inside and outside the building? Please see prevention worksheet information at the end of this chart.   *Also see Preventing Pests worksheet below.* |  |  |
| **Use of Pesticides is minimized** |  | Exposure to children and school employees is minimized through the use of approved pesticides and by restricting access to areas being treated. | * Do contractor specifications list approved pesticides and guidelines to limit access to areas being treated? |  |  | * If the following products are used in your school (insect and rodent baits; ready to use dusts, gels, or powder formulations; termite control products in the presence of an active termite infestation), are they only used in areas inaccessible to children? * Are pesticide application areas on school property kept 150 feet of where children are located outdoors? * Are children not allowed to re-enter a treated area when pesticides are being applied outdoors until 8 hours after treatment? * Are pesticides only applied when students are not present? |  |  |
| **Storage of Pesticides** |  | Pesticides are stored according to state or plan requirements | * Is there a district policy for the appropriate storage of hazardous materials with a section on pesticides? |  |  | * Are pesticides stored appropriately? |  |  |
|  |  | Old, used or unregistered pesticides products are properly disposed of. | * Are there district procedures for the disposal of hazardous materials by licensed waste haulers and/or taken to hazardous waste collection events and centers annually at a minimum? |  |  | * Have you disposed of all of your old, used or unregistered pesticides? |  |  |

**Worksheet Information: Preventing Pests**

**Sources of Food, Water and Harborage**

* Is food or food waste not left lying around?
* Are foodstuffs and potential nesting materials (e.g. paper napkins) stored in tightly sealed containers?
* Are water sources eliminated, such as leaky faucets, puddles, wet mops, clogged gutters and drainpipes?
* Have sources of standing water, food, boxes/paper supplies been reduced to prevent pest attraction?

**Trash and Dumpster Management**

* Is trash inaccessible to pests?
* Are cans/dumpsters cleaned and sanitized regularly?
* Are trash receptacles elevated above the ground, tightly sealed, and located away from buildings and in areas free of excess debris such as leaves and weeds?
* Are containers picked up frequently to prevent overflow?
* Is spillage cleaned immediately?

**Landscaping and Outdoor Lighting**

* Are trees, brushes, vines, etc. planted and trimmed away from the school building(s)?
* Is vegetation is planted and managed to discourage pests?
* Is outdoor lighting is located away from and trained on buildings?