**IPM Contractor Information Guidelines for XX Public Schools**

The school department should require the Contractor’s technicians file a *Contractor Service Report* with the school after every service visit. The service report must detail information including pesticides used and the location of their application, results of monitoring, and a description of any temporary conditions that may be contributing to the pest problem.

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**Contractor Service Report Requirements:** For the contractor will provide the following information *Service Reports* to be placed into each building’s IPM Notebooks:

***Monitoring***

***Monitoring Activities:***

* Describe methods and procedures used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels.
* A list of the location of all traps, trapping devices, and bait stations in or around the property and should be accompanied by a map for each pest.

***Monitoring Findings:***

* The number of pests or other indicators of pest population levels revealed by the Contractor’s monitoring program for the building, examples:
  + number and location of cockroaches trapped,
  + number and location of rodents trapped or carcasses removed,
  + number and location of new rat burrows observed, etc.

***Interpretation of Findings:***

* If monitoring findings are:
  + ongoing issues
  + new issues
* How their findings and actions reflect:
  + Seasonal pest issues (specific time frame observed pest typically is seen)
  + Building structure issues (specify – moisture, access, etc.)
  + Occupant induced problems (specify - sanitation, clutter, food, etc.)
* Assessment of strategy based on monitoring findings:
  + Whether the monitoring data reflects a change in population levels and if this change is due to treatment, IPM strategy or other reasons (e.g., seasonal fluctuations).
  + Whether the changes are significant and if they illustrate success or failure of the IPM strategy.
  + If strategies are not working, specify why not.
* How the contractor’s findings relate to the school’s original IPM assessment and strategy in their IPM plan:
  + How their pest management actions fit into this strategy.
  + Whether the monitoring data supports continuing the existing strategies or whether they need to be revised.
  + Recommendations for changes in monthly and annual strategy based on monitoring results, with site-specific solutions for observed sources of pest food, water, harborage, and access.

***Documentation of Work***

* Document the performance of all work, including emergency work.
* Upon completion of a service visit to the building, the Contractor’s representative performing the service shall complete, sign, and date the *Monthly Service Report* and return it to the School Office on the same day of the service.
* Document arrival and departure time of the Contractor’s representative performing the service.

**Annual Information**

* **Financial Reports:** Contractors submit yearly financial reports to schools.
* **Summary of Contractor IPM efforts and recommendations in each building serviced:**  The IPM Contractor will provide an annual report for each building which will be used as the basis for revising Indoor IPM Plans to the School IPM Teams and XX administrator for review.

**Document all record keeping information on pesticide applications and notifications.**

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| **Event** | **School or School District** | **Contractor or Municipal Dept providing IPM Service** |
| **General “Standard Written Notification” Guidelines** | * Provide notification to employees, parents and students at xxxx working days before pesticides are applied. * This information could include:  1. The Pesticide Written Notification Form 2. The Consumer Information Bulletin for Schools 3. Chemical Specific Fact Sheet(s) taken from the Extension Toxicology Network (TOXNET)  * Ensure that school and vendor posting requirements are met. | * Provide information to schools with sufficient distribution time:   + the approximate dates the pesticide application will start and end;   + the specific location of the anticipated application;   + the product name and type of each pesticide to be applied;   + a description of the purpose of the pesticide application;   + statement describing ways to minimize exposure, and precautions to be taken, especially for sensitive individuals such as children, the elderly, pregnant women and those with health problems. * Attach the following documents to the notification:   + The Consumer Information Bulletin for Schools   + Chemical Specific Fact Sheet(s) * Ensure that school sent out notice. |
| **Any Exemptions**  **to Notification Process** | * Determine whether there is an exemption for any required notification. | * Ensure that exemption guidelines are followed. |

***Outdoor Pesticide Application***

Here is the information on what should be done by the IPM Team and the Contractor or Municipal Dept for an outdoor pesticide application.

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| **Event** | **School** | **Contractor or Municipal Department providing services** |
| **OUTDOOR**  **Notification** | * Ensure that employees, students and their parents or guardians receive written notification xx working days before pesticides are applied. | * Must provide written notification and fact sheets for outdoor application to school. |
| **OUTDOOR**  **Posting** | * Post written notification in conspicuous common areas XX days prior to pesticide use. * Leave notice posted for at least XX hours. * Ensure that the perimeter of location of pesticide use is posted by the vendor. | * Must post treated areas with clear and conspicuous warning signs along the perimeter. * Ensure that school has posted standard written notification in conspicuous common areas XX prior to pesticide use. |
| **OUTDOOR**  **Treatment** | * Ensure that Vendors are following guidelines. | * Cannot use pesticides on outdoor property while children are located in, on, or adjacent to the area of pesticide application. * Cannot use any pesticides on school property within XX feet of where children are located, either inside or outside or are reasonably expected to enter within an XX hour period of time. * At a minimum, ensure that no children are within XX feet at the time of application. * Pesticides can be applied no earlier than the date listed in the written notification and for no longer than XX hours thereafter. |

***Emergency Waiver – determine the types of situations that would allow a waiver, for example:***

* The use of a pesticides that are not approved by law for use in schools
* Pesticide application sooner than two days after providing the standard notification.

**The School IPM Team’s and the Contractor’s or Municipal Department’s responsibilities in emergency situations:**

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| **Event** | **School** | **Vendor** |
| **Emergency Waiver** | * Apply to the XX for waiver if xxx (e.g. a human health emergency). | * Must provide written notification and required fact sheets for outdoor application to school. |
| **Emergency Waiver**  **Notification** | * Ensure that written notification is provided to employees, students and their parents *immediately prior to* or, if necessary, *immediately following* the emergency spraying, release, deposit or application. | * If the applicator can not determine that both the written notice was sent, and the required posting was made, they must not make the application. |
| **Emergency Waiver**  **Posting** | * Ensure that there is a conspicuous posting near the area to be treated, and around the perimeter. | * If the school has no signs to be posted, the Contractor or Municipal Department should be prepared with signs. |

***Recordkeeping***

It is the statewide contract requirement that after each service visit the Contractor’s technicians must file a *Contractor Service Report* with the school. The conditions of that recordkeeping are:

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| **Event** | **School** | **Contractor** |
| **IPM Record Keeping**  **For all Applications** | * Maintain written or electronic records for XX years. * Maintain records at each school for public access. * Records shall be made available to the public upon request. | * Maintain records for pesticide applications for at XX years. * Provide the school with a written notification for indoor applications except for approved list. |
| **Emergency Waiver**  **Record Keeping** | * Maintain written or electronic records and waivers for XX years. | * Obtain a copy of the notice as soon as possible following the application. * Retain a copy as a part of the official pesticide application records. |