| **Action Item** | **Frequency** | **Potential Resources Required** | **Responsibility and Location** | **Type of Records and Documents** | **Governing Agency** |
| --- | --- | --- | --- | --- | --- |
| Indoor IPM Plan | Annual updateUpdate 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 updateUpdate 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
 |  |