

**IPM Roles and Responsibilities
Between the School and the IPM Contractor**

Providing Standard Notification

Before any approved pesticides are applied, the school is required to inform all school employees, students and parents that the application is going to take place.

Standard notification is not required for indoor applications of approved products, but is always required for outdoor applications. To ensure that appropriate actions are taken by both, the school administration and the Contractor, please review the tables below.

Event	School	Vendor
General “Standard Written Notification” Guidelines	<ul style="list-style-type: none"> • Provide notification to employees, parents and students at least _____ working days before pesticides are applied. • This information includes: <ol style="list-style-type: none"> 1. A Pesticide Standard Written Notification Form 2. Chemical Specific Fact Sheet(s) taken from the Extension Toxicology Network (TOXNET) on the internet • Ensure that school and vendor posting requirements are met. 	<ul style="list-style-type: none"> • Provide information to schools with sufficient distribution time: <ul style="list-style-type: none"> ○ 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; and ○ a 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 document to the notification: <ul style="list-style-type: none"> ○ Chemical Specific Fact Sheet(s) • Ensure that school sent out notice.
_____ Day Exemption to Standard Notification Process	<ul style="list-style-type: none"> • Determine whether you can exempt the standard written notification if a pesticide application is going to be made on school property during a period when classes or other activities will not be scheduled for at least five consecutive days after the date of the application. 	<ul style="list-style-type: none"> • Ensure that every effort to ascertain the status of students on the property for the five-day exemption period.

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Indoor Pesticide Application

Here is the information on what should be done by the IPM Team and the Contractor in the cases of indoor pesticide application.

Event	School	Vendor
INDOOR Standard Notification	<ul style="list-style-type: none"> Baits and Gels are registered pesticides, and may be used as part of any IPM plan indoors without going through the notification process. 	<ul style="list-style-type: none"> Baits and Gels are registered pesticides, and may be used as part of any IPM plan indoors without going through the notification process.
INDOOR Treatment and Posting	<ul style="list-style-type: none"> Cannot apply pesticides indoors while children are on the property, except for school approved list. 	<ul style="list-style-type: none"> Cannot apply pesticides indoors while children are on the property, except for school approved list.

Outdoor Pesticide Application

Here is the information on what should be done by the IPM Team and the Contractor in the cases of outdoor pesticide application.

Event	School	Vendor
OUTDOOR Standard Notification	<ul style="list-style-type: none"> Ensure that employees, students and their parents or guardians receive standard written notification at least _____ working days before pesticides are applied. 	<ul style="list-style-type: none"> Must provide standard written notification and required fact sheets for outdoor application to school.
OUTDOOR Posting	<ul style="list-style-type: none"> Post standard written notification in conspicuous common areas at least _____ days prior to pesticide use. Leave notice posted for at least 72 hours. Ensure that the perimeter of location of pesticide use is posted by the vendor. 	<ul style="list-style-type: none"> 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 at least _____ days prior to pesticide use.
OUTDOOR Treatment	<ul style="list-style-type: none"> Ensure that Vendors are following guidelines. 	<ul style="list-style-type: none"> 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 _____ feet of where children are located, either inside or outside or are reasonably expected to enter within an eight hour period of time. At a minimum, ensure that no children are within 150 feet at the time of application. Pesticides can be applied no earlier than the date listed in the standard written notification and for no longer than 72 hours thereafter.

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Emergency “Single Use” Waiver

An emergency situation in which “a school official determines that a human health emergency” may warrant one of the two:

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

In these cases, you may apply for a “single use” waiver from the appropriate municipal board of health (or health agent/director of public health). The information on the IPM team’s and the Contractor’s responsibilities in such emergency conditions follows.

Event	School	Vendor
Emergency Waiver	<ul style="list-style-type: none"> • Apply to Board of Health, Health Agent, or Health Department if a human health emergency. 	<ul style="list-style-type: none"> • Must provide standard written notification and required fact sheets for outdoor application to school.
Emergency Waiver Notification	<ul style="list-style-type: none"> • Ensure that standard written notification is provided to employees, students and their parents <i>immediately prior to</i> or, if necessary, <i>immediately following</i> the emergency spraying, release, deposit or application. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ensure that there is a conspicuous posting near the area to be treated, and around the perimeter. 	<ul style="list-style-type: none"> • If the school has no signs to be posted, the Vendor should be prepared with signs.

Recordkeeping

It is the contract requirement that after each service visit the Contractor’s technicians must file a service report with the school. The 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.

Event	School	Vendor
IPM Record Keeping For all Applications	<ul style="list-style-type: none"> • Maintain written or electronic records for five years. • Maintain records at each school for public access. • Records shall be made available to the public upon request pursuant to section 10 of chapter 66. 	<ul style="list-style-type: none"> • Maintain records for pesticide applications for at least 3 years. • Vendors should maintain these pesticide records for 5 years. • Vendors should provide the school with a standard written notification for indoor applications except for approved list (see below).
Emergency Waiver - Record Keeping	<ul style="list-style-type: none"> • Maintain written or electronic records and waiver for five years. 	<ul style="list-style-type: none"> • 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.