School Integrated Pest Management Plan
for the
Charles DeWolf School

2022-23 School Year

SCHOOL IPM

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Appendices

1. **General school information:**

School Name: Charles DeWolf School
Address: 275 Old Tappan Road **City:** Old Tappan
County: Bergen **District:** Old Tappan **Zip Code:** 07675
Phone: 201 664-1475 ext. 0 **E-mail:** Santaj@nvnet.org

School IPM Coordinator: Guillermo Arboleda
Email: arboleda@nvnet.org **Phone**: 201 951-7481

Contracted Pest Management Company: Horizon Pest Control: Midland Park, NJ

2. **Integrated Pest Management Statement**

Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment. The CDW School will use: site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Cultural, mechanical, physical, and biological controls will be employed instead of routine chemical applications. Selective use of pesticides will be employed when needed. Educational strategies will be used to enhance pest prevention and to build support for the IPM program

3. **School IPM Policy:** *(See Appendix)*

4. **School IPM Plan Goals:**
   a. The roles, responsibilities, and training of all members of the Charles DeWolf School community [building administration, School IPM Coordinator, Pest Management Professional, School Nurse, kitchen staff, maintenance staff, staff, teachers, students, parents or guardians of all students enrolled in the school, and vendor/contractors] regarding IPM at the school are clearly defined.
   b. Pest identification: Initially, indoor and outdoor pests will be defined for the school by historical account and/or by direct monitoring. Monitoring types and schedules, and recordkeeping will be established.
   c. Pest prevention and control to maintain a healthy school environment:
      •Non-chemical controls that will be routinely practiced at the school will be outlined.
      •Threshold levels for all anticipated pests will be established.
      •Prescribed use of low impact versus non low impact pesticides for identified pests will be defined.
      •Records of all pesticide applications will be maintained.
   d. Keep the school community informed:
      •Maintain IPM records and make available for public inspection.
      •Issue annual notice of school IPM program status.
      •Establish pre-notification procedures for non low impact pesticide use.
      •Adopt notification procedures for emergency use of non low impact pesticides.
      •Establish posting procedures for indoor and outdoor areas that are treated with non low impact pesticides.
   e. Evaluate and revise the Charles DeWolf IPM Plan annually.
      •Update IPM priority list as projects are completed.
      •Discuss what is working well in the plan and what is not, and adjust the Charles DeWolf

IPM plan accordingly.
•The Charles DeWolf IPM plan is a living document, and is subject to change.

5. **School IPM Roles & Responsibilities:** For an IPM program to be successful, all members of the Charles DeWolf school community (Administrators, IPM Coordinator, Students, Staff, Vendors/Contractors, Parents/Guardians) must be made aware of the school's policies on pest control and their respective roles in the overall pest management plan. The roles, responsibilities, and training for this school regarding pest management are outlined below:

   a. **School Administrators**:
   Specific duties of New Jersey School Administrators **required by the School IPM Act and proposed regulations**:
      1. Adopt and implement a school IPM Policy for the Charles DeWolf School property (see Appendix).
      2. Implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.
      3. Designate a School IPM Coordinator (see next section). The IPM Coordinator will be someone who is familiar with the school building and grounds.
      4. Report on the effectiveness of the School IPM Plan annually to the Old Tappan Board of Education, and also share any recommended or needed improvements.
      5. Coordinate pre- and post-notification to parents and staff of non low impact pesticide applications according to Charles DeWolf's notification procedure. (See Appendix).
      6. Oversee the preparation and posting of signs as required in areas where non low impact pesticides are to be applied (See Appendix).
      7. Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
      8. Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'. (See Appendix).

   b. **School IPM Coordinator:**
   The School IPM Coordinator, **by law**, is jointly responsible with the school administration for the implementation of this School IPM Plan.

   Role: The IPM Coordinator is the individual within the facility who is in charge of pest control activities for the school. This individual has the authority and backing of the school administration or management. The School IPM Coordinator has the primary responsibility for ensuring the IPM Plan is carried out, and is the primary contact for the school community and the public. Ultimately, this person is directly responsible for the integration of all IPM activities through the coordination of all parties including custodial, building, food service, outside vendors, pest management professionals, grounds staff, students, parents, staff, and teachers. In the Old Tappan School District, for both the T. Baldwin Demarest and the Charles DeWolf Middle Schools, the designated IPM Coordinator will be the Head of Maintenance.

   Specific duties of a New Jersey School IPM Coordinator **required by law or regulation:**
      1. Implement the School IPM Policy and Plan.
      2. Maintain information about the IPM Policy and Plan in place at the Charles DeWolf School.

3. Maintain information about pesticide applications on school property including records obtained from the pesticide applicator, Material Safety Data Sheets (MSDS), when available, for pesticides used, and labels for all pesticide products used.
4. Maintain records of any pest monitoring and non-pesticide controls implemented.
5. Provide access to the above information for public review.
6. Respond to inquiries and provide information to students, staff, and parents or guardians regarding IPM.
7. Provide training in IPM practices to the school community as described in the individual 'Roles, Responsibilities, and Training' sections of the Charles DeWolf School IPM Plan.
8. Provide a signature on the **'**School Integrated Pest Management Act Compliance Certification Form' when requested by pesticide applicators.
9. Ensure that all persons conducting pesticide applications have all NJDEP-required training, certification, and licensing. Also ensure that they follow the Charles DeWolf School IPM Policy and Plan, as well as all NJDEP School IPM regulations and the precautions of the pesticide label.
10. Obtain training sufficient to implement the Policy and Plan (i.e., NJDEP-approved training).
11. Submit required information to the NJDEP.

c. **Pest Management Professional:**

All pesticide applications made on Charles DeWolf School property must be made by applicators or operators licensed to apply pesticides by the NJDEP PCP per the New Jersey Administrative Code Title 7 Chapter 30; Subchapters 1-13.

Other Specific Duties of Pest Management Professional(s) in the Charles DeWolf School IPM Program:

- Inspect school premises for the presence of pests or signs of pest activity.
- Notify the IPM Coordinator in writing when pests or signs of pest activity are found.
- Make written recommendations to the Charles DeWolf School IPM Coordinator for corrective actions to be taken by the school to reduce potential pest populations.
- Recommend to Charles DeWolf School IPM Coordinator appropriate non-chemical procedures to correct pest problems.
- When it is determined that a pesticide must be used, select and recommend necessary pesticides. Preference will always be given to low impact pesticides.
- When approved by the Charles DeWolf School IPM Coordinator, follow appropriate least-toxic procedures to correct pest problems. Never apply a non low impact pesticide without first consulting in advance with the IPM Coordinator to allow them to proceed with all required notification and posting of the area to be treated.
- Provide Charles DeWolf School IPM Coordinator with MSDS (when available) of any pesticide that is applied on the Charles DeWolf School property.
- Provide application information and a signature as specified in the 'Non Low Impact Pesticide Application Log' (see Appendix) when these pesticides are applied at the school. This log is kept in the Charles DeWolf School Office.
- If a non low impact pesticide is to be used, complete a **'**School Integrated Pest Management Act Compliance Certification Form' (see Appendix). The Charles

DeWolf School IPM Coordinator will ensure that all advance notification and posting has been performed as required. Applicators will not be held liable for damages resulting from the failure of the school to provide the notification or posting as required by the New Jersey School IPM Act. However applicators may be held liable if it is determined that they made an application knowing that the school was not in compliance.

Training:
The pest management professional should become aware of school policies and procedures that may effect pest populations or pest control measures in or around the school. Examples may include learning the kitchen and/or garbage maintenance routines, recycling programs, trash and or dumpster locations, and the school's open window policy.

d. **School Nurse:**
The Charles DeWolf School nurse will consider potential pesticide exposure when evaluating a child's health complaint. The Charles DeWolf School nurse should have access to MSDS sheets for any chemical used on school property (when available) and be aware of any children with asthma or chemical sensitivities.

Other Duties of the School Nurse in the Charles DeWolf School IPM Program:

- Maintain easy access to Poison Control Center hotline at 1-800-222-1222 in case acute poisoning is suspected.
- Monitor for head lice.
- Educate parents and staff about preventing the spread of head lice when an outbreak occurs.
- Report any pest sightings, and suspected or actual pest activity to the Charles DeWolf School IPM Coordinator via email. The IPM Coordinator will then keep record of all such reports.

Training:
In addition to required professional training:

- Be aware of public health pests of significance that may impact student health; see EPA's *List of Pests of Significant Public Health Importance* at http://www.epa.gov/opppmsd1/PR_Notices/pr2000-draft.htm.
- Obtain copies of selected pesticide resources on poisoning which may include: *Recognition and Management of Pesticide Poisonings*, Routt Reigart and James Roberts, 5th edition, U.S. Environmental Protection Agency, March 1999; available online at http://www.epa.gov/oppfead1/safety/healthcare/handbook/handbook.htm.

e. **Maintenance Staff:**
Maintenance staff maintains the cleanliness and structural needs of the Charles DeWolf School buildings and grounds on a day to day basis. These staff members may be assigned to indoor and/or outdoor maintenance. School maintenance staff may make applications of pesticides that are "over-the-counter" disinfectants and antimicrobials such as Lysol® and toilet-bowl cleaner, and use "minimum risk" pesticides published by the Federal EPA. If the use of other pesticides is necessary, only a licensed Pest Management Professional may make the application (see 'c' above).

Other Duties of Maintenance Staff in the School IPM Program :

- Practice all sanitation and maintenance techniques per the Charles DeWolf School IPM Policy and Plan.
- Recognize, report, and correct conditions that may lead to pest problems such as water leaks, potential pest entryways, and poor sanitation practices.
- Manage specific pest issue(s) as directed by the IPM Coordinator. This will not include pesticide application unless the individual is a licensed Pest Management Professional.

Training:
The IPM Coordinator will be responsible for training the indoor Maintenance Staff in proper sanitation procedures and schedules when hired and annually thereafter, in the following areas:
•Pest detection and monitoring
•Program and devices in place throughout the school
•Pest control products they are allowed (or not allowed o use) on the Charles DeWolf School property.

g. **Staff, Teachers, and Students**:
Duties of Staff, Teachers, & Students in the School IPM Program:

- Follow sanitation procedures. Much of the prevention and reduction of pest infestation at the school site depends on whether or not students and staff clean up food leftovers, food in lockers, gum under desks, paper clutter, etc., or perform proper maintenance.
- Will not move sticky traps or other pest monitoring devices.
- Report any evidence of pest activity to the School IPM Coordinator via email.

Training:
School staff, teachers, and students will be trained in their roles in the school's pest management system by the School IPM Coordinator.
Other training:

- Staff, teachers, and students will be given a brief overview or update on pest identification and the conditions that may promote infestations of particular pests. This information will focus on pest reduction strategies connecting people's behavior such as eating at desks, leaving crumbs on floor, etc. to pest problems.
- Education will be focused to increase people's willingness to share their environment with other organisms so that people are less likely to insist on toxic treatments for harmless organisms.
- Teachers and staff will be instructed in how to log pest complaints in accordance with the Charles DeWolf School IMP plan.
- Pamphlets and fact sheets will be made available at the time of training and/or posted on bulletin boards in specific areas such as the cafeteria and teachers' lounge.

h. **Parents or Guardians of All Students Enrolled in the School:**
Duties of Parents/Guardians in the School IPM Program:

- Learn about IPM practices and how they can be followed at home so that pests are not carried to school in notebooks, lunch boxes, backpacks, clothing, or the children's hair.

- Make their children aware of their role in the Charles DeWolf School's IPM Program at the school.
- Encourage children to lend a hand in cleaning up.
- Discourage children from keeping food in their lockers and desks.
- Be aware of the current pest management practices in the Charles DeWolf School. Review the 'Annual School IPM Program Notification Letter to Parents and Staff' as well as all notices of application of pesticides at the school. For questions or concerns, parents and/or guardians will contact the Charles DeWolf School IPM Coordinator or building Principal.

Training:

- The Charles DeWolf School Principal or his or her designee will educate parents and guardians of all students enrolled at the school about the Charles DeWolf School's IPM Program.
- Pamphlets and fact sheets will be made available upon request.

i Vendors and Contractors

- Duties of vendors and contractors in the Charles DeWolf School's IPM Program will be prescribed in specific language in their bid specifications and contracts.
- Contracts will specify regular maintenance service, cleaning under and behind machines during service visits, and immediate correction of problems which may foster pests (for example, breakage, leaks, or excessive condensation from machinery).

6. Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

One of the key principles of Charles DeWolf School IPM is site assessment to precisely define the presence of pests and the site conditions that contribute to their presence. Indoor and outdoor pests will be defined for the school by historical account, interviews, and by direct monitoring. When the IPM program is implemented at the School, the Pest Management Professional(s) and/or School IPM Coordinator will perform a thorough inspection of the school building and grounds to identify pest activity and conditions that are contributing to any pest problems.

a. Interior Site Assessment:

The IPM Coordinator will conduct a thorough inspection and make a record of the following information:

- Areas that currently have pests or show signs of pest activity.
- Areas that historically have had pests as well as identifying when this occurs during the school year.
- Conditions or behaviors contributing to pest problems that can be corrected.
- If already in use, location of detection and monitoring devices and bait stations.
- Recommendations for sanitation, structural repairs, and habitat modification.

b. Exterior Site Assessment

The IPM Coordinator will conduct a thorough inspection and make a record of the following information:

- Show locations of trees, shrubs, and ornamentals.
- Assign and divide the landscape into management units (for example, football field turf versus playground).
- Note key plants, any pest problems, and horticultural recommendations. (See http://www.pestmanagement.rutgers.edu/IPM /SchoolIPM/reportcard.html)

c. Pest Identification:

It is important that the pest(s) be accurately identified in order to gather information about the pest's life cycle and habits. Identification is essential for selecting the combination of strategies which will be most effective as well as knowing when to implement them. If the Charles DeWolf School IPM Coordinator and the Pest Management Professional are unable to identify the pest(s), the County Office of Rutgers Cooperative Extension (RCE) will be consulted and samples will be submitted for identification if needed. The Bergen County Agricultural Agent for the Charles DeWolf School can be reached through the County Office at 201 336 6781.

d. Ongoing Monitoring:

Once a pest is correctly identified, monitoring methods and schedules, as well as controls will be determined based on its life cycle, food sources, habitat preferences, and natural enemies.

Indoor pests will be monitored via direct inspection. Direct inspection can involve sticky traps, pheromone baits, tracking powder, mechanical traps, and glueboards as necessary. If baits or traps of any kind are used then the following will be done:

- Each bait station or trap will be assigned an identification number.
- A map will be prepared showing the location and number of each trap or bait placement.
- Each trap or bait station will be marked with appropriate warning language.
- Traps will be checked by the Pest Management Professional weekly during the early stages of solving a serious pest infestation, and then taper off to monthly, once the pest problem is under control.
- Captured rodent pests will be recorded and disposed of on a daily basis.

Outdoor pests (whether animal or plant) will be monitored via direct inspection as follows:

- Landscape plants are scouted at least monthly during the growing season for conditions requiring action (for example, damaged, diseased, and/or dead limbs; soil erosion/compaction; insect, disease, weed pests and damage).
- Plants with annually recurring pest problems will be scouted according to pest appearance timetables.
- Areas surrounding the school, playgrounds, and athletic fields will also be scouted for stinging insect activity. All efforts will be made to eliminate problems early in the spring.

e. Monitoring Records: Following the Charles DeWolf School's IPM Plan, the School IPM Coordinator or Pest Management Professional will maintain and keep records of any pest monitoring, including placement of all traps. This information will be noted on site maps drawn for this purpose.

7. Pest Prevention and Control

Wherever possible, the Charles DeWolf School will take a preventive approach by identifying and removing, to the degree feasible, the basic causes of the problem rather than merely attacking the symptoms (the pests). This prevention-oriented approach is also best achieved by integrating a number of strategies. It is easier to spot a potential problem when the interior and exterior of the school is clean and uncluttered.

IPM employs a multi-tactic approach, integrating several strategies to combat a particular pest. Control strategies that remove a pest's food, water, and shelter (harborage), and limit its access into and throughout buildings and on school grounds will be employed as follows:

- Cultural control: for example, improve sanitation; reducing clutter; people change habits like leaving food in the classroom; maintain plant health by taking care of the habits and conditions; fertilization, plant selection (right plant/right place), and sanitation to exclude problematic pests and weeds.
- Physical control: for example, pest exclusion; removing pest access to the school building by sealing openings with caulk and copper mesh; repairing leaks and screens; removing pests by hand.
- Mechanical control: for example, insect monitors, light traps, rodent traps; till soil prior to planting to disrupt pest life cycles.
- Biological control: use of pest's natural enemies. For example, introduce beneficial insects or bacteria to the environment or, if they already exist, provide them with the necessary food and shelter; and avoid using broad-spectrum chemicals that will inadvertently kill beneficials.
- Least hazardous chemical controls with preference given to School IPM Act-defined 'low impact pesticides'.

Pesticides will be selected when other control methods are not effective or practical in resolving a pest problem. Pesticides will not be used on Charles DeWolf School property unless the pest has been identified and its presence verified. This will be reflected in the IPM records along with whatever non-pesticide control methods were tried before going to a chemical control.

The Charles DeWolf School IPM Coordinator will establish injury (also known as tolerance or threshold) levels and action thresholds for each individual pest species before making any chemical treatment. Action Thresholds for pesticide treatment are triggered if all other IPM tactics have not been able to control pest populations to an acceptable level. Appropriate injury levels will be set, and may take into consideration economic losses (for example, amount of foodstuffs contaminated by pantry pests); health risks (for example, occurrence of disease-bearing pests); aesthetic evaluations (for example, temporary presence of ants); nuisance problems (for example, stinging insects); and pest visibility (see Appendix for 'Indoor Pest Thresholds').

*The New Jersey School IPM **law defines** 'low impact pesticides' and necessarily creates the distinction 'non low impact pesticides' for other pesticides not meeting their definition. The law and resulting model policy published by DEP make it clear that when pesticide use is needed, preference should be given to choosing a 'low impact pesticide', if possible. The Charles DeWolf School will give preference to choosing a 'low impact pesticide', as described below.*

A low impact pesticide is a pesticide that is considered to have relatively minimal risk as compared to pesticides in general. The New Jersey School IPM law specifically defines what a low impact pesticide is in two parts. The first part consists of a federal EPA list of pesticides that it considers to be minimal risk and thus do not require formal registration. These pesticides are listed in the federal code at 40 CFR § 152.25. (See http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/40cfr15225.pdf). The second part consists of a list of pesticide ingredients (such as boric acid or diatomaceous earth) and formulation types (such as gels or pastes) that are considered low impact. It is important to note that a substance considered "low impact" does not necessarily mean zero risk. All pesticides must be used properly to reduce potential risk from their use.

See the Rutgers Cooperative Extension School IPM website at http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/lowimpact.htm for information on low impact pesticides.

If a non low impact pesticide must be applied to adequately control pests within established thresholds for the Charles DeWolf School, application guidelines **per the law** will be followed. Non low impact pesticides will be applied in a school building only when students are in another area of the building AND only if the area being treated with the pesticide is served by a different air handling system AND is separated from the students by smoke or fire doors. Specifically, applications of non low impact pesticides on school property will be made only when students will not be present in the restricted area for instruction or extra-curricular activities, a minimum of 7 hours when the label does not give a specific number of hours to stay away.

Per the law, emergency application of a non-low impact pesticide will only be made when the health or safety of a student or staff member is threatened. A "school pest emergency" is defined in the law as "an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member." One example would be the presence of stinging insects such as ground hornets in an athletic field where events are scheduled. If a pest emergency exists, the school may use pesticides without the normal 72-hour pre-notification to parents and staff, and the advance posting of signs. Rather, the posting must be done at the time of the application, and the notice to parents and staff must be done within 24 hours after the emergency application or on the morning of the next day, whichever is earlier. The notice that goes to parents and staff must explain what the reason for the emergency was, and if possible, what could be done to prevent such an emergency in the future.

Treatments, either non low impact pesticides or low impact pesticide materials, will only be applied on school property when and where needed. It is rarely necessary to treat an entire building or landscape area to solve a pest problem. Monitoring will be used to pinpoint where

pest numbers are beginning to reach the action level and 'spot' treatments' will be confined to those areas.

The Charles DeWolf School IPM Coordinator and Pest Management Professional(s) will meet once a month to review monitoring reports to determine appropriate corrective action. The Pest Management Professional should make recommendations for corrective actions to the School IPM Coordinator. They will consider all options, including no control, and look at pest activity levels versus thresholds.

They will consider EPA-defined criteria for selecting a treatment strategy:

- Least hazardous to human health
- Least disruptive of natural controls
- Least toxic to non-target organisms
- Most likely to be permanent
- Easiest to carry out safely and effectively
- Most cost-effective
- Most site-appropriate

The final decision on what will be done will be made by the IPM Coordinator and the building principal. All controls that are actually implemented will be documented in the log by the Charles DeWolf School IPM Coordinator and/or the Pest Management Professional.

The Charles DeWolf School IPM Coordinator will generate a pest management priority list to optimize a plan of corrective and preventative actions throughout the school building and grounds. The list will be subjected to revision, as necessary, and discussed during fall budget meetings.

8. Notification, Posting, and Re-Entry

It is important to keep the school community informed of the Charles DeWolf School's implementation of the IPM Plan, including the following:

- annual notification of School IPM program status.
- pre-notification of planned use and notification of emergency use of non low impact pesticides.
- posting requirements for areas inside and out that are treated with pesticides.
- re-entry requirements for areas inside and out that are treated with pesticides.

Annual Notification

At the beginning of the school year, the building principal will prepare and send an annual notice of the Charles DeWolf School's IPM program to parent and/or guardians of the student body and to all staff members. New staff or the parents/guardians of new students will also be given this information upon their arrival.

New Jersey law requires that this annual notice include:

1. a copy of the Charles DeWolf School's IPM Policy
2. the name, address, and telephone number of the school's IPM Coordinator

3. a list of any pesticide that is in use or has been used within the last 12 months on school property
4. a statement that:
   (a) the integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property;
   (b) the label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and
   (c) the integrated pest management coordinator is available to parents, guardians, and staff members for information and comment;
5. the time and place of any meetings that will be held to adopt the school integrated pest management policy; and
6. the following statement:

   "As part of a school pest management plan, the Charles DeWolf School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

Notification and Posting of Non Low Impact Pesticide Use

There are two situations when non low impact pesticides may be used on school property; when it is pre-planned and when it is an emergency.

1. Pre-Notification and Posting of Planned Non Low Impact Pesticide Use:
   At any time of the year when children may be present, the school will issue prior notification of all non-low impact pesticides to be used. Specifically, the Charles DeWolf School Principal will issue notice to all staff, and parents/guardians of each student enrolled at the school. During the summer months and holiday breaks, notification will go to staff members and to the parents and/or guardians of students using the school in an authorized manner. Signs giving notice of the upcoming application must be posted in an area in or adjacent to where the pesticide will be applied AND at each entrance to the school building or school ground treated. The area where the pesticide will be applied will be posted at least 72 hours prior and 72 hours following the application.
   Note: The posted signs must be at least 8.5 inches by 11 inches and will be posted by the IPM Coordinator.

2. Emergency Use Notification and Posting for Non low Impact Pesticide Use:
   When an emergency application of pesticides is required, the Charles DeWolf School Principal will issue notice of emergency use of non low impact pesticides used to all staff, and parents or guardians of each student enrolled at the school within 24 hours after the application or on the morning of the next school day, whichever is earlier. The reason for

the emergency and any measures that will be taken so that emergency pesticide use may be avoided in the future may be included. The area where the pesticide is applied will be posted at the time of application, and will remain posted for 72 hours following the application. Signs giving notice of the upcoming application must be posted in an area in or adjacent to where the pesticide will be applied AND at each entrance to the school building or school ground treated. The final decision on whether or not there is a pest emergency will be made by the IPM Coordinator and the Charles DeWolf School Principal.

In either situation, the school is **required by law to make NJDEP-prescribed notification and posting** which includes the information listed below (see Appendix for notification forms):

- common name of pesticide,
- EPA registration number,
- EPA statement on sensitive persons: "*Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure"*
- location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- potential adverse effects of product,
- reasons for the application,
- contact information for the Charles DeWolf School IPM Coordinator, and
- further label information or precautions for public safety.

In either planned or emergency applications of non low impact pesticides, the Charles DeWolf School Principal will advise the parents/guardians and staff of pesticide applications by the following method(s) of notification:

- written note that the students take home (see Appendix for sample notice)
- written note that is mailed at least one week prior to the application (see Appendix)
- phone call
- direct contact
- email
- web posting

9. Record Keeping and Evaluation

Record Keeping

The Charles DeWolf School IPM Coordinator and/or the school Principal will maintain records for three years following a pesticide application, and maintain records for five years following a pesticide treatment for termites. Records will be kept in a log book housed in the Charles DeWolf School Office.

The following records will be maintained in the Charles DeWolf School IPM Log binder kept in the Charles DeWolf School's Office:

- A copy of the Charles DeWolf School IPM Policy
- A copy of the Charles DeWolf School IPM Plan

- A copy of the contract for pest management
- A copy of any Applicator Use Records Form (for all applications at the Charles DeWolf School, low impact and non low impact)
- Pest Sighting/Problem Reports
- Food Services Areas Report
- IPM Pest Activity Monitoring and Control Log
- Indoor Pest Thresholds
- IPM Priority Checklists
- Non Low Impact Pesticide Application Log
- Annual School IPM Program Notification Letters to Parents and Staff
- A Copy of any 72-hour Pre-notification of the Use of Pesticides
- A Copy of any Emergency Pesticide Use Notifications Used
- School Integrated Pest Management Act Compliance Certification Forms
- Posting Sign (for indoors and outdoors) 'Notice of Pesticide Application'
- School IPM Report Card
- Any service reports that document particular actions taken by the management contractor.

Evaluation

The Charles DeWolf School Principal and the IPM Coordinator will complete and annual evaluation of the school's IPM Plan and IPM Policy. This evaluation will include review of all records in the Charles DeWolf School's IPM log binder and a review of monitoring data (actions taken, treatment impacts and effectiveness, and any other relevant observations).

This evaluation will be coordinated by the Charles DeWolf School Principal. The participants in the evaluation will be: the IPM Coordinator and the School Business Administrator. A written evaluation will be completed.

If the school has employed the services of a Pest Management Contractor, the School IPM Coordinator will meet with the pest control contractor to evaluate the success of the IPM Plan.

Possible topics to be addressed during the evaluation of the School IPM Plan and Program include:

- adequacy of pest control indoor and outdoor
- areas of concern
- sanitation issues
- building maintenance issues
- new less toxic pest control tactics
- adequate support by all members of the community
- adequacy of thresholds
- revisions to integrated pest management priorities

Following the evaluation meeting, changes to the plan will be reported to those who are affected by the changes. If the changes to the Plan require changes to the Charles DeWolf School's IPM Policy, the policy will be revised and any changes will be reported to the school community in the annual notification letter concerning integrated pest management at the Charles DeWolf School. The school community will be given an opportunity to provide input when changes are to be made to the Charles DeWolf School's IPM Policy.

APPENDICES

Integrated Pest Management Policy

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. The Old Tappan School District shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how the Old Tappan School District will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The School Business Administrator shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The IPM Coordinator is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory references

The School Integrated Pest Management Act of 2002
N.J.A.C. Title 7 Chapter 30 Subchapters 1-12
Pesticide Control Act of 1971

Revised 9/12/03

Pest Problem Report

Date:_____
To: _____, School IPM Coordinator
From:_____
Subject: Pest Problem Report

Date and time witnessed problem:_____
Location (Building name/Room #/name/outdoor area):_____

I have seen either pests or signs of pest activity as checked below:

Insect and spider pests:

- ☐ Ants
- ☐ Flies
- ☐ Lice
- ☐ Fleas
- ☐ Spiders
- ☐ Cockroaches
- ☐ Termites
- ☐ Firebrats, silverfish, & booklice
- ☐ Pantry pests: adult moths, larvae in foodstuffs
- ☐ Wasps, hornets, or bees
- ☐ Spider webs
- ☐ Droppings
- ☐ Damaged wood
- ☐ Mud tunnels
- ☐ Piles of wings near windows
- ☐ Frass: Debris or excrement produced by insects; for example, chewed wood debris from carpenter ants. Includes suspicious piles of fine dust or powder.
- ☐ Wasp mud or paper nests
- ☐ Eggs and egg sacs
- ☐ Silk shelters and cocoons
- ☐ Holes in fabric
- ☐

Mice and other rodents:

- ☐ Droppings
- ☐ Urine stains
- ☐ Tracks (in dust or soft, moist soil)
- ☐ Gnawing damage
- ☐ Burrows next to walls around the exterior of structure
- ☐ "Runways" (areas where rodents frequently run, usually along walls, where there is an absence of dust or dirt)
- ☐ Grease marks along walls next to runways (from oil and dirt on rodent fur)
- ☐ Live rodents
- ☐ Dead rodent (please call immediately!)
- ☐ Rodent odors (especially mice); strong odor if dead

Integrated Pest Management
Pest Activity Monitoring and Control Log

School:_____ Month/Year:_____

Pest Activity (monitoring, sightings, & complaints)			Control Measures		Check one	
Date & time	Location: Bldg. #/ Room #/Specific Location/Trap Type & Number	Type & Number of Pest(s) Sighted	Date	Action Taken	School Staff	Pest Contractor

Sample Indoor Pest Thresholds

Pest	Classrooms/ Public Areas	Storage/ Maintenance Areas	Infirmary	Kitchen/ Cafeteria	Grounds
Ants (common house)	5/room	5/100 ft^2 in 2 successive periods	1/room	3/room	2 mounds/yard
Ants (carpenter)	3/room	3/room	1/room	2/room	1 nest within 25 ft.
Bees (honey)	1/room	3/room	1/room	1/room	If children threatened
Bees (bumble)	1/room	3/room	1/room	1/room	If children threatened
Bees (carpenter)	1/room	3/room	1/room	1/room	If children threatened; 1 carpenter bee/5 linear feet
Cockroaches	1/room	5/room	1/room	1/room	If noticeable or invading
Crickets	3/room	10/room	1/room	2/room	If nuisance
House Flies	3/room	5/room	1/room	1/room	5/trash can; 10/dumpster
Lice (head or body)	*Take no action, refer to nurse*				
Mice	1/room	1/room	1/room	1/room	Burrows or activity in any student area
Rats	1/room	1/room	1/room	1/room	Any burrows/activity
Silverfish	1/room	2/room	1/room	2/room	N/A
Centipede	1/room	2/room	1/room	2/room	N/A
Spiders (poisonous)	1/room	1/room	1/room	1/room	1/activity area
Spiders (others)	1/room	3/room	1/room	1/room	Only if nuisance
Wasps, Hornets, Yellowjackets	1/room	1/room	1/room	1/room	10/10 minutes at trash; 1 if threatening children

Source: Maryland Department of Agriculture Pesticide Regulation Section. "Action Thresholds in School IPM Programs" Supplemental Materials for Integrated Pest Management - IPM Training Manual. Printed May 2000. Accessed 4/27/04 at http://www.mda.state.md.us/plant/ipmacthr.pdf.
Now posted @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/ActionThresh.pdf

IPM Priorities Checklist
for the Charles DeWolf School

Date Generated:_____ By: _____

The following is a checklist of pest prevention and control measures that may be necessary in key areas throughout the school facility. This list should be used by the School IPM Coordinator as a working document to keep track of priorities for pest management at the school by location and responsible party. Check all that apply. Indicate responsible party for fixing the problem at location(s) listed. Use and attach maps as key for locations if necessary. It should be first completed after the preliminary site assessment of the School. Update and revise as needed.

Priorities	Responsible Party	Location(s): name or map key
INDOORS		
Entryways (including doorways, overhead doors, windows, holes in exterior walls, electrical fixtures, openings around pipes, drains, ducts and loading docks)		
□ close doors which are propped or left open; advise staff		
□ install weather-stripping and door sweeps		
□ caulk and seal wall cracks and crevices		
□ install screens in doors and windows and keep them in good repair		
□ keep shrubs, grass, and mulches at least one foot away from buildings		
□ eliminate food waste and debris from loading docks		
□		
□		
□		
Classrooms and Offices (including classrooms, laboratories, libraries, administration offices, auditoriums, gymnasiums, hallways, and stairways)		
□ allow food and beverages in designated areas only (see below)		
□ prohibit the extended storage of food in desks and lockers		
□ regularly clean lockers and desks		
□ lockers are emptied & cleaned twice a year: at winter break and at the end of each school year		
□ store craft supplies and pet food in tightly sealed containers		
□ inspect plants and animals (for example: science projects, houseplants) regularly for pest problems; maintain animal cage cleanliness		
□ keep areas as dry as possible by fixing dripping faucets and leaks, and removing standing water and water-damaged or wet materials.		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
□		
□		

Waste Disposal and Recycling Areas (including garbage cans, dumpsters, recycling bins, and outdoor garbage storage areas)		
□ secure dumpsters with heavy, tight-fitting lids		
□ clean the outsides of dumpsters regularly; check and clean up spills		
□ dispose of food wastes securely in tightly secured plastic bags		
□ clean in, under, and around recycling bins routinely		
□ remove recyclables to outside disposal frequently		
□ all waste receptacles are lined with plastic bags		
□ garbage cans are emptied daily		
□ stored waste is collected and moved off site at least [insert: once/twice] weekly		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
Food Preparation and Serving Areas (including cafeteria, kitchen, teacher's lounge, home economics room, snack area, vending machines, food storage areas, and walk-in coolers)		
□ store food, beverages and food wastes in tightly sealed, lidded containers that are inaccessible to pests		
□ remove food waste daily		
□ screen vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways		
□ keep area clean and dry by sweeping and mopping		
□ keep area clean by quickly disposing of food waste		
□ keep clean work areas with coffee machines, and microwave and toaster ovens		
□ keep area clean by removing clutter		
□ keep area clean and dry by fixing leaky pipes and faucets		
□ clean grease traps regularly		
□ remove grease accumulation from all vents/oven/stove surfaces		
□ caulk cracks and crevices		
□ clean behind and underneath appliances, coolers, vending machines, and waste disposal units at least monthly		
□ floors are cleaned and/or vacuumed daily where food/drink is served.		
□ trash and garbage is removed from building premises daily in areas where food/drink is served.		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
□		
□		

Maintenance Room Areas and Areas with Extensive Plumbing (including bathrooms, sinks, utility closets, locker rooms, dish rooms, laboratories, art studios, home economics rooms, pool areas, boiler room, mechanical room, mop room, and pipe chases)		
□ repair leaks and other plumbing problems immediately to deny pests access to water		
□ avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.		
□ clean floor drains routinely		
□ clean mops and buckets promptly, dry buckets and hang mops off of floor above drain		
□ seal pipe chases		
□ eliminate piles of clutter		
□ remove trash regularly		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		

OUTDOORS		
Typical Pests; Mice and rats. Turf pests; broad leaf and grassy weeds, insects such as beetle grubs or sod web worms, diseases such as brown patch, and vertebrates such as moles. Ornamental plant pests, plant diseases, and insects such as thrips, aphids, Japanese beetles, and bag worms.		
Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters		
□ Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.		
□ Secure lids on trash containers.		
□ Repair cracks in pavement and side walks.		
□ Provide adequate drainage away from the structure and on the grounds.		
□ Low impact pesticide application:		
□ Non low impact pesticide application:		
□		
□		
□		
Turf (lawns, athletic fields, and playgrounds.)		
□ Maintain healthy turf by selecting a mixture of turf types (certified seed, sod, or plugs) best adapted for the area.		
□ Check Rutgers Cooperative Extension for recommendations on turf types, management practices, or other information.		
□ Raise mowing heights for turf to enhance its competition with weeds; adjust cutting height of mower, depending on the grass type; sharpen mower blades; and vary mowing patterns to help reduce soil compaction.		
□ Water turf infrequently but sufficiently during morning hours to let turf dry out before nightfall; let soil dry slightly between waterings.		

□ Provide good drainage, and periodically inspect turf for evidence of pests or diseases.		
□ Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.		
□ Have soil tested to determine pH and fertilizer requirements.		
□ Use a dethatcher to remove thatch. Do this in early fall or early spring when the lawns can recover and when over seeding operations are likely to be more successful.		
□ Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.		
□ Seed over existing turf in fall or early spring.		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
□		
□		
□		
Ornamental Shrubs and Trees		
□ Choose the right plant for the right place by consulting the Rutgers Cooperative Extension agents (see 'commercial clients' phone listings @ http://www.rce.rutgers.edu/mastergardeners/helplines.asp) for your County.		
□ Diversify landscape plantings—when large areas are planted with a single species of plant, a pest can devastate the entire area.		
□ Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.		
□ If using fertilizer, use the correct one at the suitable time, water properly, and reduce compaction.		
□ Prune branches for growth and structure, and to prevent access by pests to structures.		
□ Use the appropriate pest-resistant variety (check with your local Cooperative Extension Service).		
□ Correctly identify the pest in question. When in doubt, send several specimens to your local Rutgers Cooperative Extension County office or the Plant Diagnostic lab. Once the pest is identified, recommendation can be made.		
□ Use pheromone traps as a time saving technique for determining the presence and activity periods or certain pest species.		
□ Select replacement plant material from disease-resistant types being developed by plant breeders throughout the country.		
□ Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		

Pesticide Application Log

School:_Charles DeWolf **Year:_____**

Notice: Check one		Notification to Parents/ Guardians & Staff	Date & Time of Application	Location	Targeted Pest	Pesticide Trade Name & Active Ingredient (i.e., common name)	EPA Registration Number
Scheduled	Emergency						

Directions for Completing Pesticide Application Log:

Purpose: The 'Pesticide Application Record' Log will be used to compile an ongoing list of all pesticides applied at the school. It will be supplied to the public upon request. It will also be submitted with the annual notification of school IPM program status to parents and guardians of all students enrolled at the school, and staff.

Responsible Party: [*insert name and title*]_____ will complete the 'Pesticide Application Record'. It will remain on file with the [*insert responsible party*] _____and will be located at [*insert location*] _____.

How to Fill Out:

1. Notice: For non low impact pesticide applications only, place a checkmark in either standard or emergency notice as applicable.
   a. Standard notice is 72 hours prior to the application of the pesticide.
   b. Emergency notice is within 24 hours or the next day (whichever is sooner) after the application.
2. Date of notification: For non low impact pesticides, insert when notice was released to parents and guardians of all students, and staff. For low impact pesticides, insert NA for 'not applicable'.
3. Date and time of application: Date that the application actually occurred.
4. Location should include:
   a. For indoors: the building name or number; room name or number; other specific location such as hallways.
   b. For outdoors: location relative to building(s); or the field name or use; other description.
5. Targeted pest as identified by sighting, monitoring, or sampling of pest.
6. Write the pesticide brand name as it appears on the label of the product. Write the active ingredient(s) as listed in the 'percent ingredients' section of the pesticide label; this is the same thing as the 'common name' of the pesticide.
7. Write the EPA Registration Number of the pesticide product as found on the product label. It is typically written as 'EPA Reg. Number' OR 'EPA Reg. #".

When to Fill Out:

1. Complete as soon as possible after the pesticide is actually applied at the location.

Annual Integrated Pest Management Notice
For School Year 20XX – 20XX

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Charles DeWolf School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Charles DeWolf School is:

Name of IPM Coordinator: _____

Business Phone number: _____

Business Address: 277 Old Tappan Road Old Tappan, NJ 07675

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Charles DeWolf School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- **A copy of the school or school district's IPM policy.**
- **The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.**
- **A list of pesticides that are in use or that have been used in the past 12 months on school property.**

Pre-Notification of the Use of Pesticides

(This notice should be received at least 72 hours prior to pesticide use)

Date:_____

To: Parents and guardians of students, and staff of the Charles DeWolf School

From: IPM Coordinator _____Phone Number:_____

Subject: Notification of the Use of Non Low Impact Pesticides

This notice is to advise you that the following pesticide(s) will be used at [insert name of school]:

Pesticide Common Name		
Pesticide Trade Name		
EPA Registration Number		

Location of the pesticide application:_____

Reason for the pesticide application:_____

If an <u>indoor</u> application, the date and time it is planned:

DATE_____ TIME_____

If an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE_____ DATE_____ DATE_____

Description of the possible adverse effects of the pesticide as per the Material Safety Data Sheets for the pesticides to be used, if available:

_____

_____

Pesticide product label instructions and precautions related to Public Safety.

_____

_____

_____

Note: By law, we must advise you that: *The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

EMERGENCY PESTICIDE USE

To: Parents or guardians of students and staff of the **Charles DeWolf School**

From: IPM Coordinator:_____**Phone Number**: _____

Subject: Emergency Pesticide Use Notification

This notice is to advise you that the following non low impact pesticide(s) were used at the

Charles DeWolf School

Pesticide common name		
Pesticide trade name		
EPA registration number		

Location of the pesticide application:_____

The date and time the indoor or outdoor application took place: _____

Reason for the pesticide application: _____

Description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member:

_____

_____

_____

If applicable, description of steps to be taken to avoid emergency use of pesticides for this problem in the future:

_____

_____

Description of the possible adverse effects of the pesticide(s) as per the Material Safety Data Sheets for the pesticide(s) to be used, if available:

_____

_____

_____

Pesticide product label instructions and precautions related to Public Safety:

_____

Note: As required by law, we must advise you: *"The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

School Integrated Pest Management Act Compliance Certification Form

Name of School _____
PLEASE PRINT CLEARLY

Address _____
PLEASE PRINT CLEARLY

School Integrated Pest Management Coordinator _____
PLEASE PRINT CLEARLY

When a commercial pesticide applicator requests an integrated pest management coordinator to certify that the school has met the necessary notification and posting requirements for a pesticide application on school property, the signature of the integrated pest management coordinator on this form shall be required as a condition for the application of the pesticide.

Statement certifying compliance:

"I hereby certify that I am the School Integrated Pest Management Coordinator for the school named above, and further certify that this school has met all of the notification and posting requirements necessary for the following application of a pesticide other than a low impact pesticide, on this school's property."

Business or pesticide applicator performing the application: _____

Application date and time if indoor application: _____

If an outdoor application, three proposed dates in chronological order: _____

Description of application location (room number/name, specific playing field or outdoor location):

Pesticides to be used:

_____

_____

Integrated Pest Management Coordinator:

_____
SIGNATURE DATE

NOTICE OF PESTICIDE APPLICATION

For further information regarding this notice please contact the School IPM Coordinator:

_____ Phone Number:_____
Name

The following pesticides will be used at [*insert name of school*]:_____

Pesticide Common Name	Pesticide Trade Name	EPA Registration Number
Pesticide Common Name	Pesticide Trade Name	EPA Registration Number

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."

Location of the pesticide application:_____

Reason for the pesticide application:_____

If an <u>indoor</u> application the date and time it is planned:

DATE_____ TIME_____

In the case of an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE_____ DATE_____ DATE_____

Description of the possible adverse effects of the pesticides as per the Material Safety Data Sheets for the pesticides to be used, if available:

_____

_____

_____

Pesticide(s) product-label instructions and precautions related to Public Safety:

_____

*Key Requirements of the New Jersey School IPM Act**

RUTGERS COOPERATIVE EXTENSION
Department of Extension Specialists

The New Jersey School Integrated Pest Management (IPM) Act was adopted on December 12, 2002. Its purpose is to provide safe and effective pest management and to minimize the use of pesticides in and around school buildings. The eight key requirements of the Act are outlined below.

1. Requires the development of a **model School IPM policy** by December 12, 2003 by the New Jersey Department of Environmental Protection (NJDEP) in cooperation with the New Jersey School Boards Association, the Commissioner of Education, and Rutgers Cooperative Extension (RCE). (*See New Jersey School IPM webpages @ http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm).*

2. Requires the superintendent of each public school district for each school in the district, the board of trustees of a charter school, or the principal or chief administrator of a private school to **adopt and implement a School IPM Policy** for the school property consistent with the model policy cited above. The adoption and implementation of a model policy by public, charter, and private schools (K through 12) must occur by **June 12, 2004**. (*See New Jersey School IPM webpages @ http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm).*

3. Requires the **appointment of an IPM Coordinator** to implement the School IPM Policy adopted by each local school board, charter school, and private school.

4. Requires keeping **records of pesticide applications used on school property** at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites.

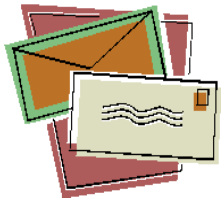
5. Requires **annual notification of the School's IPM Policy** to all staff and parents or guardians of each student enrolled at the school to include:
   - ☐ the policy,
   - ☐ a list of any pesticide that is in use or has been used within the last 12 months on school property,
   - ☐ information on school IPM policy meetings scheduled, and
   - ☐ contact information for the IPM Coordinator of the school or school district.

   See law for more notification specifics. This information is also to be provided to new school staff members and students.

6. Requires **prior notification of all pesticide use** (all non-low impact** pesticides) to all staff and parents or guardians of each student enrolled at the school, at least 72 hours before the use of pesticides on school property. Also requires **posting of signs** of this information at least 72 hours prior to the application. These requirements apply at any time of the year children may be present.

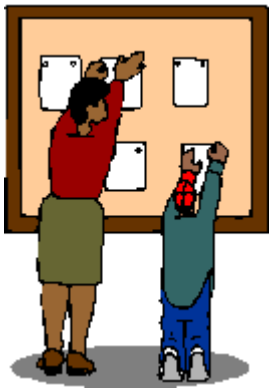
   Method of notification:

   - ☐ written note: students take home
   - ☐ written note is mailed at least one week prior,
   - ☐ phone call,
   - ☐ direct contact, or
   - ☐ email.



   Posting of Signs:

- ☐ **placement**: prominent in/adjacent and at entrance to treatment area (school building or school grounds entrances, for example).
- ☐ **time posted**: from 72 hours prior to 72 hours after treatment
- ☐ **size**: at least 8.5" by 11".



Content of notification and signs:

- ☐ common name of pesticide,
- ☐ EPA registration number,
- ☐ EPA statement on sensitive persons (see Act above for wording)
- ☐ location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- ☐ potential adverse effects of product,
- ☐ reasons for the application,
- ☐ contact information for the IPM Coordinator of the school or school district, and
- ☐ further label information or precautions for public safety.

7. **Emergency application of a non-low impact pesticide** may only be made when the health or safety of a student or staff member is threatened.

   Requirements:

   Post-application notice (content and method of notification as described above in 6 for non-low impact pesticide use) to parent or guardians of students and staff must be made within the earlier of either 24 hours or the next school day. The reason for the emergency and measures how this will be avoided in the future may be included.

   Posting of signs (as described above for non-low impact pesticide use) must be made from the time of application until 72 hours after treatment.

8. **Timing of Pesticide Applications**:

Applications of non low impact pesticides shouldn't be made when students are present on school property unless there is a separate ventilation system for the treated and the untreated areas, and smoke or fire doors separating the areas. Further, applications of non low impact pesticides on school property must be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours must be allowed prior to student re-entry on school property.

If there is application of a low impact pesticide on school property, it must be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extra-curricular activities.

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Make sure to see the **School IPM Act text for the specific requirements @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/index.htm. Also provides helpful resources & contacts.*

***'Low impact pesticides are specifically defined in the School IPM Act. Get a printable version of this information sheet and the lists of low impact materials online @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/schoolipmact.htm.*

4/22/04

School IPM ACT

CHAPTER 117

AN ACT concerning the implementation of integrated pest management policies in public and private schools, and supplementing Title 13 of the Revised Statutes.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

C.13:1F-19 Short title.

1. This act shall be known and may be cited as the "School Integrated Pest Management Act."

C.13:1F-20 Findings, declarations relative to the "School the Integrated Pest Management Act."

2. The Legislature finds and declares that in 1992, the National Parent Teacher Association passed a resolution calling for the reduced use of pesticides in schools and calling on policy makers to consider all possible alternatives before using any pesticides; that the National Education Association and many national public interest organizations have announced support for reducing or eliminating pesticide use in schools; that the State, as well as 87 local government entities throughout the State, have adopted integrated pest management policies for their buildings and grounds; that childhood cancer is continuing to increase at the alarming rate of one percent per year; that the overall incidence of childhood cancer increased 10 percent between 1974 and 1991, making cancer the leading cause of childhood death from disease; and that approximately 4,800,000 children in the United States under the age of 18 have asthma, the most common chronic illness in children, and the incidence of asthma is on the rise.

The Legislature further finds and declares that children are more susceptible to hazardous impacts from pesticides than are adults; that numerous scientific studies have linked both cancer and asthma to pesticide exposure; that the United States Environmental Protection Agency has recommended the use of an integrated pest management system by local educational agencies, which emphasizes nonchemical ways of reducing pests, such as sanitation and maintenance; that integrated pest management is an effective and environmentally sensitive approach to pest management that relies on common sense practices; that integrated pest management programs use current, comprehensive information on the life cycles of pests and their interaction with the environment, and that this information, in combination with available pest control methods is used to manage pest damage with the least hazard to people, property and the environment and by economical means; and that integrated pest management programs take advantage of all pest management options possibly including, but not limited to, the judicious use of pesticides; that a notification process should be established for schools under which each student, parent, guardian, staff member, and teacher shall be notified of a pesticide application; that parents and guardians have a right to know that there is an integrated pest management system in their children's schools; that an integrated pest management system provides long-term health and economic benefits; and that parents and guardians should have a right to be notified in advance of any use of a pesticide in their children's schools.

The Legislature therefore determines that it is in the public interest of all of the people of New Jersey that the schools in this State establish an integrated pest management policy.

C.13:1F-21 Definitions relative to the "School Integrated Pest Management Act."

3. As used in this act:

"**Charter school"** means a school established pursuant to P.L.1995, c.426 (C.18A:36A-1 et seq.).

"**Commissioner"** means the Commissioner of Environmental Protection.

"Department" means the Department of Environmental Protection.

"Integrated pest management coordinator" or **"coordinator"** means an individual who is knowledgeable about integrated pest management systems and has been designated by a local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, as the integrated pest management coordinator pursuant to section 5 of this act.

"**Low Impact Pesticide"** means any pesticide or pesticidal active ingredient alone, or in combination with inert ingredients, that the United States Environmental Protection Agency has determined is not of a character necessary to be regulated pursuant to the "Federal Insecticide, Fungicide, and Rodenticide Act," 7 U.S.C. s.136 et seq. and that has been exempted from the registration and reporting requirements adopted pursuant to that act; any gel; paste; bait; antimicrobial agent such as a disinfectant used as a cleaning product; boric acid; disodium octoborate tetrahydrate; silica gels; diatomaceous earth; microbe-based insecticides such as bacillus thuringiensis; botanical insecticides, not including synthetic pyrethroids, without toxic synergists; and biological, living control agents.

"Pesticide" means any substance or mixture of substances labeled, designed, intended for or capable of use in preventing, destroying, repelling, sterilizing or mitigating any insects, rodents, nematodes, predatory animals, fungi, weeds and other forms of plant or animal life or viruses, except viruses on or in living man or other animals. "Pesticide" shall also include any substance or mixture of substances labeled, designed or intended for use as a defoliant, desiccant or plant regulator.

"School" means any public or private school as defined in N.J.S.18A:1-1.

"School integrated pest management policy" means a managed pest control policy that eliminates or mitigates economic, health, and aesthetic damage caused by pests in schools; that delivers effective pest management, reduces the volume of pesticides used to minimize the potential hazards posed by pesticides to human health and the environment in schools; that uses integrated methods, site or pest inspections, pest population monitoring, an evaluation of the need for pest control, and one or more pest control methods, including sanitation, structural repair, mechanical and biological controls, other nonchemical methods, and when nonchemical options are ineffective or unreasonable, allows the use of a pesticide, with a preference toward first considering the use of a low impact pesticide for schools.

"School pest emergency" means an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member.

"School property" means any area inside and outside of the school buildings controlled, managed, or owned by the school or school district.

"**Staff member"** means an employee of a school or school district, including administrators, teachers, and other persons regularly employed by a school or school district, but shall not include an employee hired by a school, school district or the State to apply a pesticide or a person assisting in the application of a pesticide.

"Universal notification" means notice provided by a local school board, a board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to all parents or guardians of children attending a school, and staff members of a school or school district.

C.13:1F-22 Development of model school integrated pest management policy.

4. a. No later than 12 months after the effective date of this act, the commissioner, in consultation with the Commissioner of Education, the New Jersey School Boards Association, and the New Jersey Cooperative Extension of Rutgers, The State University shall develop a model school integrated pest management policy that is based upon recommended integrated pest management plans for schools disseminated by the United States Environmental Protection Agency and that conforms to the rules adopted by the department pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.).

b. No later than 18 months after the effective date of this act, the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or chief administrator of a private school, shall adopt and implement a school integrated pest management policy for the school property consistent with the model policy developed pursuant to subsection a. of this section and that complies with the provisions of this act.

C.13:1F-23 Designation of integrated pest management coordinator.

5. a. Each local school board of a school district, each board of trustees of a charter school, and each principal or chief administrator of a private school, as appropriate, shall designate an integrated pest management coordinator to carry out the school integrated pest management policy required pursuant to section 4 of this act.

b. The integrated pest management coordinator for a school or school district shall:
(1) maintain information about the school or school district's school integrated pest management policy and about pesticide applications on the school property of the school or the schools within the school district;
(2) act as a contact for inquiries about the school integrated pest management policy; and
(3) maintain material safety data sheets, when available, and labels for all pesticides that are used on the school property of the school or of the schools in the school district.

C.13:1F-24 Maintenance of records of pesticide application; notices of policy.

6. a. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall request from the pesticide applicator and shall maintain records of pesticide applications used on school property at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites, and on request, shall make the data available to the public for review.

b. Annually, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall include a notice of the school integrated pest management policy of the school or school district in school calendars or other forms of universal notification.

c. The notice shall include:
(1) the school integrated pest management policy of the school or school district;
(2) a list of any pesticide that is in use or that has been used in the last 12 months on school property;
(3) the name, address, and telephone number of the integrated pest management coordinator of the school or school district;
(4) a statement that: (a) the integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property; (b) the label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and (c) the integrated pest management coordinator is available to parents, guardians, and staff members for information and comment;
(5) the time and place of any meetings that will be held to adopt the school integrated pest management policy; and
(6) the following statement:
"As part of a school pest management plan, (insert school name) may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

d. After the beginning of each school year, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall provide the notice required pursuant to subsection b. of this section to: (1) each new staff member who is employed during the school year; and (2) the parent or guardian of each new student enrolled during the school year.

C.13:1F-25 Permitted use of certain pesticides; notice.

7. a. If a local school board, board of trustees of a charter school or principal or chief administrator of a private school, as appropriate, determines that a pesticide, other than a low impact pesticide, must be used on school property, a pesticide may be used only in accordance with this section.

b. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to a parent or guardian of each student enrolled at the school and each staff member of the school, notice that includes:
(1) the common name, trade name, and federal Environmental Protection Agency registration number of the pesticide;
(2) a description of the location of the application of the pesticide;
(3) a description of the date and time of application, except that, in the case of outdoor pesticide applications, one notice shall include three dates, in chronological order, on which the outdoor pesticide applications may take place if the preceding date is canceled;

(4) a statement that The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "*Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure";*
(5) a description of potential adverse effects of the pesticide based on the material safety data sheet, if available, for the pesticide;
(6) a description of the reasons for the application of the pesticide;
(7) the name and telephone number of the integrated pest management coordinator for the school or the school district; and
(8) any additional label instruction and precautions related to public safety.

c. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by:
(1) written notice sent home with the student and provided to each staff member;
(2) a telephone call;
(3) direct contact;
(4) written notice mailed at least one week before the application; or
(5) electronic mail.

d. If the date of the application of the pesticide must be extended beyond the period required for notice under this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall reissue the notice required under this section for the new date of application.

C.13:1F-26 Posting of sign prior to use of certain pesticides.

8. a. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign that provides notice of the application of the pesticide (1) in a prominent place that is in or adjacent to the location to be treated; and (2) at each entrance to the building or school ground to be treated.

b. A sign required pursuant to subsection a. of this section for the application of a pesticide shall
(1) remain posted for at least 72 hours after the end of the treatment;
(2) be at least 8 ½ inches by 11 inches; and
(3) state the same information as that required for prior notification of the pesticide application pursuant to section 7 of this act.

c. In the case of outdoor pesticide applications, each sign shall include three dates, in chronological order, on which the outdoor pesticide application may take place if the preceding date is canceled due to weather. A sign shall be posted after an outdoor pesticide application in accordance with subsection b. of this section.

d. The requirement imposed pursuant to this section shall be in addition to any requirements imposed pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.), and any rules or regulations adopted pursuant thereto.

C.13:1F-27 Applicability of notice and posting requirements.

9. The provisions of sections 7 and 8 of this act shall apply if any person applies a pesticide, other than a low impact pesticide, on school property, including a custodian, staff member, or commercial applicator. These provisions shall apply to a school during the school year, and during holidays and the summer months, only if the school is in use by children during those periods. During those periods, notices shall be provided to all staff members and the parents or guardians of the students that are using the school in an authorized manner.

C.13:1F-28 Emergency use of certain pesticides; notice requirements

10. a. A pesticide, other than a low impact pesticide, may be applied on school property in response to an emergency, without complying with the provisions of sections 7 and 8 of this act, provided the requirements of subsection b. of this section are met.

b. Within 24 hours after the application of a pesticide pursuant to this section, or on the morning of the next school day, whichever is earlier, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to each parent or guardian of a student enrolled at the school, and staff member of the school, notice of the application of the pesticide for emergency pest control that includes: (1) the information required for a notice under section 7 of this act; (2) a description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or

staff member; and (3) if necessary, a description of the steps that will be taken in the future to avoid emergency application of a pesticide pursuant to this section.

c. The local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by: (1) written notice sent home with the student and provided to the staff member; (2) a telephone call; (3) direct contact; or (4) electronic mail.

d. When a pesticide is applied pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign warning of the pesticide application at the time of the application of the pesticide, in accordance with the provisions of section 8 of this act.

e. If there is an application of a pesticide pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall modify the school integrated pest management policy of the school or school district if necessary, to minimize the future emergency applications of pesticides under this section.

C.13:1F-29 Application of pesticides; re-entry period requirements

11. a. A pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities prior to the time prescribed for re-entry to the application site by the United State Environmental Protection Agency on the pesticide label, except that if no specific numerical re-entry time is prescribed on a pesticide label, such a pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities within seven hours of the application.

b. A pesticide, other than a low impact pesticide, shall not be applied in a school building when students are present. Students may not be present in an untreated portion of a school building unless the area being treated with a pesticide, other than a low impact pesticide, is served by a separate ventilation system and is separated from the untreated area by smoke or fire doors.

c. A low impact pesticide may be applied in areas of a school building where students will not contact treated areas until sufficient time is allowed for the substance to dry or settle, or after the period of time prescribed for re-entry or for ventilation requirements on the pesticide label has elapsed.

d. This section shall not apply when pesticides are applied on school property for student instructional purposes or by public health officials during the normal course of their duties.

C.13:1F-30 Immunity from liability of commercial pesticide applicator.

12. A commercial pesticide applicator shall not be liable to any person for damages resulting from the application of a pesticide at a school if the damages are solely due to the failure of the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to provide the notice required prior to the application of a pesticide pursuant to the provisions of section 7, 8, 9, or 10 of P.L.2002, c.117 (C.13:1F-25, C.13:1F-26, C.13:1F-27 or C.13:1F-28).

C.13:1F-31 Development, availability of form for certifying compliance.

13. The department shall develop and make available to commercial pesticide applicators a form which a commercial pesticide applicator may request an integrated pest management coordinator to sign prior to the application of a pesticide, other than a low impact pesticide, on school property. The form developed pursuant to this section shall set forth a certification by the integrated pest management coordinator that the notice and posting requirements for the application of a pesticide established pursuant to section 7 and section 8 of this act, or the posting requirement established pursuant to section 10 of this act, as appropriate, have been complied with. Upon being presented by a commercial pesticide applicator with a form pursuant to this section, the signature of the integrated pest management coordinator shall be required as a condition for the application of the pesticide.

C.13:1F-32 Issuance of administrative order; notice of violation.

14. a. The Department of Environmental Protection may issue an administrative order against a local school board, the board of trustees of a charter school, or a principal or chief administrator of a private school that fails to adopt and implement a pesticide use and school integrated pest management policy in compliance with the provisions of this act. Upon identification of a violation of this act, the department shall issue a notice of violation by certified mail or personal service to the person responsible for the violation that identifies the violation and states that an administrative order may be issued requiring compliance with the act. Any notice of violation or administrative order shall (1) specify the provision or provisions of this act, or the rule or regulation adopted pursuant thereto, of which the person is in violation; (2) cite the action that caused the violation; and (3) require compliance with the provision of this act or the rule or regulation adopted pursuant thereto of which the person is in violation. In addition, any administrative order issued pursuant to this section shall give notice to the person of his right to a hearing on the matters contained in the order. The person shall have 20 days from receipt of the order within which to deliver to the commissioner a written request for a hearing. Subsequent to the hearing and upon finding that a violation has occurred, the commissioner may issue a final order. If no hearing is requested, the order shall become a final order upon the expiration of the 20-day period.

b. The provisions of section 10 of P.L.1971, c.176 (C.13:1F-10) shall not apply to this act.

C.13:1F-33 Rules, regulations.

15. The commissioner shall adopt, pursuant to the provisions of the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), such rules or regulations as are necessary to implement the provisions of this Act.

This act shall take effect immediately. Approved December 12, 2002.