

# Oxford Central School

## Integrated Pest Management Plan





## Table of Contents

1. School Information . . . . .	3
2. Integrated Pest Management Statement . . . . .	4
3. School IPM Policy . . . . .	5 - 6
4. School IPM Plan Goals . . . . .	7
5. Roles, Responsibilities, and Training . . . . .	8 - 14
a. School Administration	
b. School IPM Coordinator	
c. School Nurse	
d. Kitchen Staff	
e. Maintenance Staff	
f. Support Staff, Teachers, and Students	
g. Parents and Guardians of All Students Enrolled in the School	
h. Vendors and Contractors	
i. Pest Management Professional	
6. Pest Identification (Site Assessment & Ongoing Monitoring) . . . . .	15 - 16
7. Pest Prevention and Control . . . . .	17 - 18
8. Thresholds . . . . .	19
9. Pesticide Use (Notification & Posting). . . . .	20 - 21
10. Record Keeping and Evaluation . . . . .	22 - 23

## **School Information**

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# **Integrated Pest Management Statement**

Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes and facilities while minimizing the risk to people and the environment. In conjunction with a variety of pest management tactics to keep pests within acceptable limits, the Oxford Central School will use:

- Site Assessment
- Monitoring
- Pest Prevention

Instead of routine chemical applications, the Oxford Central School will employ cultural, mechanical, physical, and biological controls along with a selective use of pesticides when needed.

Educational strategies will be used to enhance pest prevention, and to build support for the IPM program.

# **Oxford Central School 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. Oxford Central School 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 Oxford Central School 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 Principal/CSA 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 Principal/CSA of the Oxford Central School, 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*

## **Oxford Central School IPM Plan Goal**

- ▶ The roles, responsibilities, and training requirements of all members of the School Community regarding integrated pest management at the school are clearly defined. The school community consists of all groups associated with your school, and will vary from location to location. Some fairly standard groups include the school administration, the IPM coordinator, students, teachers and other school staff, parent-teacher associations or organizations and vendors or contractors including pest control professionals.
  
- ▶ School pest identification. Initially identify interior and exterior pests for your school by historic account and by direct monitoring. List and then learn about the pests that are in your school now or that can be expected at a given point during a normal school year. Establish monitoring methods and schedules. Establish record keeping policies and record keeping forms. Some good forms are available for download at the NJDEP or Rutgers IPM in Schools web sites, or you can make your own.
  
- ▶ Pest prevention and control to maintain a healthy school environment. Decide what non-chemical pest controls will be routinely practiced at the school. Establish action threshold levels for all anticipated pests. The importance of this step can not be over-stated. Action thresholds are the number of or frequency of a pest that will trigger the need for action and the possibly the use of a chemical control. Define the prescribed use of a low impact versus a non-low impact pesticide for identified pests. Maintain records of all pesticide applications.
  
- ▶ Keep the School Community informed. The law requires that all schools issue an annual notice of their school IPM program. Make records available for public inspection. Establish pre-notification procedures for when or if you must use non-low impact pesticides. Adopt notification procedures for the emergency use of non-low impact pesticides. Establish posting procedures for interior and exterior areas that are treated with non-low impact pesticides.
  
- ▶ Evaluate and revise your School IPM Plan annually. Update your school's IPM priority list as projects are completed. Discuss what is working well in your plan and what is not, what was cumbersome and what went easily, and adjust your plan accordingly. Your school IPM plan will always be a 'living document' subject to change, but in the first several years it's likely to be a very dynamic document as your school becomes less and less pest friendly.

## **Oxford Central School IPM Roles & Responsibilities**

For an IPM program to be successful, all members of the School Community should be involved, including, School administrators, IPM coordinators, students, teachers and other school staff, vendors or contractors, along with the parents or guardians of the student body. The roles, responsibilities and training requirements regarding pest management are outlined below.

### **School Administrator:**

Specific duties of New Jersey School Administrators as required by law.

- ▶ Adopt and implement a school IPM policy that requires the development of a site-specific IPM plan for the school property.
- ▶ Implement these IPM procedures to control pests and minimize exposure of students, teachers, and other school staff to pesticides.
- ▶ Designate a School IPM Coordinator. The IPM Coordinator should be someone who is familiar with the school's building(s) and property, such as buildings and grounds or janitorial service personnel.
- ▶ Maintain records of pesticide applications and issue annual notices of IPM policy.
- ▶ Permit the use of certain pesticides and provide the notifications required.
- ▶ Provide the notifications required of the emergency use of certain pesticides.
- ▶ Develop contracts, bid specifications, and contract addenda that foster school IPM.

### **School IPM Coordinator:**

The School IPM Coordinator, by law, is jointly responsible with the school administration for the implementation of your School IPM Plan.

The IPM Coordinator is the individual within a facility in charge of pest control activities. This individual has the authority and backing of the school administration. The IPM coordinator has the primary responsibility for ensuring that the IPM plan is carried out and is also the primary contact for the school community and the public with regard to pests or pesticide use. Ultimately, this person is directly responsible for the integration of all IPM activities through the coordination of all parties involved.

Specific duties of a New Jersey School IPM Coordinator as required by law include:

- ▶ Maintain information about the IPM Policy and Plan in place at the school.

- ▶ 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.
- ▶ Maintain non-pesticide pest control records as required by law.
- ▶ Respond to inquiries and provide information to teachers and other school staff, students and parents or guardians regarding IPM at school.
- ▶ Provide access to the above information for public review.
- ▶ Provide training in IPM practices to the school community. This training should reflect your school's IPM plan 'roles and responsibilities' section.
- ▶ Consider all available actions (including no action) prior to determining what pest control(s) should be used. Consult with the school's pest control professional if the school has one under contract.
- ▶ Ensure that the pest control professional(s) make accurate and readable entries on record forms. If a form can not be easily read, it should be done over, don't allow a sloppy application form be the reason your school is found to be out of compliance. Maintain pesticide application records for a minimum of 3 years; or in the case of termites, maintain records for a minimum of 5 years.
- ▶ Oversee all pest management personnel to ensure that they have the correct NJDEP-required license for pesticide applications. The State requires that applicators have specific licenses. For example license category 7A is General and Household (for in and around buildings), which, is not the same as category 3B which is for turf and lawn applications.
- ▶ Coordinate pre-notification and post-notification of parents and staff regarding non-low impact pesticide applications according to the school's notification policy and procedure.
- ▶ Prepare and send out the school's annual IPM policy notification to parents and staff.
- ▶ Serve as the point of contact for contracted pest management services for the school.
- ▶ Distribute forms and train the school community in the use of forms, if any were developed for your school's IPM program, for reporting pests or suspected pest activity.
- ▶ Compile all reports of pest sightings as well as suspected or actual pest activity and record actions taken to remedy pest problems in an IPM logbook or file.
- ▶ Develop and maintain a map(s) of the school and school grounds for the purpose of tracking all pest-monitoring activities. Maintain records of all pest-monitoring activities, including the locations of all traps used for monitoring. This information should also be kept in an IPM logbook or file.

- ▶ Maintain a prioritized list of interior and exterior pest management issues, including such items as key pests, needed structural and landscape improvements, poor sanitation practices, leaky pipes etc...for the school.
- ▶ Prepare and post signs, as required, in areas where non-low impact pesticides are to be applied.
- ▶ Work with administrators when contracting for pest control services to ensure that the bid specifications comply with the school IPM policy and plan.
- ▶ Provide a signature when a pest management professional requests that a School Integrated Pest Management Act Compliance Certification Form be signed.

**School IPM Coordinator Training** - The School IPM Coordinator must receive NJDEP-approved training, when it becomes available, that provides an overview of the principles of IPM, legal requirements, and how to implement the IPM Policy and Plan at your school in compliance with the rules and regulations adopted by the NJDEP.

### **School Nurse:**

The school nurse will consider potential pesticide exposure when evaluating a child's health complaint. The school nurse should have access to the Material Safety Data Sheets (MSDS) for any chemical used on school property (when available) and be aware of any children with asthma or chemical sensitivities.

- ▶ Keep copies of and review the MSDS of all pesticides used on school property.
- ▶ Maintain easy access to Poison Control Center hotline at 1-800-222-1222 in case acute poisoning is suspected.
- ▶ Monitor for head lice, a common problem for children between the ages of three and ten. Head lice are a medical problem (not considered a pest problem) and should be treated as such.
- ▶ Educate students, teachers and other school staff and parents about preventing the spread of head lice if or when they occur.
- ▶ Following your school's policy, reports any pest sighting(s), and suspected or actual pest activity to the school IPM coordinator using whatever system your school has in place. Suggestions include filing a form or using email or voice-mail to inform the IPM coordinator, who will then keep records of all such reports.

**School Nurse 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](http://www.epa.gov/opppmsd1/PR_Notices/pr2000-draft.htm).

### **Kitchen Staff:**

Food handling, preparation and distribution areas are among the most critical areas for pest management. Kitchen staff must keep all food areas free of crumbs and food residues after each use.

- ▶ A strict practice of good sanitation in all kitchen and food service areas is essential, clean all areas daily.
- ▶ The supervisor of the kitchen staff will inspect the kitchen and food service areas daily to verify proper sanitary maintenance of food service areas. A record of these daily inspections will be kept in accordance with your schools policies.
- ▶ On a monthly basis, the IPM coordinator will inspect kitchen and food services areas, and keep a record of these inspections in an IPM logbook or file.
- ▶ Pest sightings or evidence of pest activity in these areas should be reported on a daily basis or according to school policy.

**Kitchen Staff Training** - The Cafeteria Manager will be responsible for training the kitchen staff in proper sanitation procedures when hired and annually thereafter. The School IPM Coordinator will also train the kitchen staff in the pest detection and monitoring program in place in the kitchen, when hired and annually thereafter.

### **Maintenance Staff:**

Maintenance staff maintains the sanitation and structural needs of the school building and grounds on a day to day basis. These staff members may be assigned to both interior and exterior maintenance. School maintenance staff may make use of disinfectants and antimicrobials or other “minimum risk” pesticides as published by the federal EPA.

- ▶ Practice all sanitation and maintenance techniques according to the school IPM policy.
- ▶ Recognize, report and correct conditions that may lead to pest problems such as water leaks, potential pest entryways, and poor sanitation practices, in and around the school.
- ▶ Follow the school’s policy, reports any pest sighting(s), and suspected or actual pest activity to the school IPM coordinator using whatever system your school has in place. Suggestions include filing a form or using email or voice-mail to inform the IPM coordinator, who will then keep records of such reports.
- ▶ Manage specific pest issues as directed by the IPM Coordinator. This will not include pesticide applications unless you are a licensed Pesticide Applicator.

**Maintenance Staff Training** - The School IPM Coordinator will be responsible for training the maintenance staff, when hired and annually thereafter, in the following areas.

- ▶ Proper sanitation procedures for your school, according to the school IPM plan.
- ▶ The pest detection and monitoring program and devices in place throughout the school.
- ▶ Pest control products they are allowed to use and the pest control products they are not allowed to use on school property.

### **Students Teachers and other School Staff:**

Duties of the students' teachers and other school staff include:

- ▶ Sanitation. Much of the prevention and reduction of pest infestation at the school site depends on whether or not student's teachers and staff clean up food leftovers, food in lockers, teacher and staff lounges, gum under desks, paper clutter, etc..., and perform proper maintenance.
- ▶ Report any pest sighting(s), and suspected or actual pest activity to the school IPM coordinator using the Pest Problem Report Form.
- ▶ Students' teachers and other school staff will not remove or move sticky traps or other pest monitoring devices found in or around the school. If a student, teacher or other school staff member thinks a trap or monitoring device has been moved or tampered with they should report it to the school IPM coordinator, following school IPM policy.

**Training - Students teachers and other school staff** - The School IPM Coordinator will train students, teachers and other school staff in their role in the school's integrated pest management program. Students, teachers and other school staff will be given a brief overview on pest identification and the conditions that they, as building occupants, may create that promote pests. This information will focus on pest reduction strategies connecting people's behavior; such as over watering plants, 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 innocuous organisms. They will be instructed on how to follow the school's policy, and to report any pest sighting(s), and suspected or actual pest activity to the school IPM coordinator using the Pest Problem Report Form.

### **Parents and Guardians:**

Duties required of Parents and Guardians in the School IPM Program:

- ▶ Learn about IPM practices and follow them at home so pests are not carried to school in notebooks, lunch boxes, clothing etc....
- ▶ Make their children aware of their role in the IPM Program.

- ▶ Encourage children to lend a hand in cleaning up.
- ▶ Discourage children from keeping food in their lockers and desks, for extended periods of time.
- ▶ Be aware of the current pest management practices and review the ‘Annual School IPM Program Notification’ to Parents as well as all notices of pesticide application at the school.

**Training for Parents and Guardians of Students** – The school IPM coordinator will make parents and guardians of students aware of the School IPM Program. Pamphlets and fact sheets, MSDS’s and product labels are available upon request.

**Vendors and Contractors:**

The duties of vendors and contractors who work in and around the school or who have machines in or around the school will be clearly defined in specific language within their contract or bid specification.

**Pest Management Professional:**

New Jersey Administrative Code Title 7 Chapter 30; Subchapters 1-13 state that all pesticide applications which are made on school property must be done by applicators or operators licensed to apply pesticides by the New Jersey Department of Environmental Protection Pesticide Control Program.

- ▶ Inspect the school building and grounds to identify potential problem areas and any structural **or** management practices, which may contribute to pest problems. This may take several inspections or visits from the pest management professional, and includes such things as garbage maintenance and food service area maintenance evaluations.
- ▶ Notify the IPM Coordinator in writing when pests or signs of pest activity are found.
- ▶ Make written recommendations to the School IPM Coordinator detailing corrective actions to be taken to reduce potential pest problem conditions.
- ▶ Recommend to School IPM Coordinator appropriate non-pesticide procedures to correct pest problems.
- ▶ Offer a selection of a low impact pesticide first, when it is determined that a pesticide must be used.
- ▶ Provide School IPM Coordinator with material safety data sheets (MSDS), when available, and product labels of all pesticides that are applied on school property.

- ▶ Provide application information as specified by the IPM in Schools Law and other New Jersey regulations to the IPM coordinator, when pesticides are applied at the school.
- ▶ If a non-low impact pesticide must be used, request that a 'School Integrated Pest Management Act Compliance Certification Form' be signed by the School IPM Coordinator, ensuring all advance notification and posting has been performed by the school as required.
- ▶ Provide comments in writing regarding any necessary modifications to the School IPM plan at the time of the annual review.

**Pest Management Professional 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.

## Pest Identification

### Preliminary Site Assessment and Ongoing Monitoring

#### Interior site assessment

The IPM coordinator for the school, in conjunction with the pest management professional if one has been contracted, 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 and when this occurs during the year.
- ▶ Conditions or behaviors contributing to pest problems that can be corrected.
- ▶ If already in use, note the location of detection and monitoring devices and bait stations.
- ▶ Recommendations for sanitation, structural repairs, and habitat modification.

#### Exterior site assessment

The IPM coordinator for the school, in conjunction with the pest management professional if one has been contracted, will conduct a thorough inspection and make a record of the following information.

- ▶ Locations of trees, shrubs, and ornamentals.
- ▶ Assign and divide the landscape into management units (turf areas, front lawn, athletic fields, shrubs etc...).
- ▶ Note key plants and any pest problems, either current or historical.
- ▶ Horticultural recommendations.

**NOTE:** The Rutgers Cooperative Extension 'IPM Report Card for School Grounds' provides a series of self-assessment tools for schools to measure their adoption of IPM on school grounds. Additionally, each Report Card in the series can be used as a guide to incrementally or completely implement IPM by simply following the practices outlined. IPM practices are precisely outlined for control of common pests of New Jersey schools. Report Cards for School Grounds include: [General Requirements](#); [Athletic Fields](#); [Turf](#); [Ornamental Plants](#); and [Landscape Plantings](#).  
<http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/reportcard.html>

## **Pest Identification**

It is important that pests 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, and knowing when to implement them. If the IPM coordinator for the school, or the pest management professional if one has been contracted, is 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. Information is available at the following web address <http://www.rcre.rutgers.edu/extension/>. For Warren County: (908) 475-6504, Monday – Friday, 8:30am – 4:30pm.

## **Ongoing Pest Monitoring**

Once a pest is correctly identified, monitoring methods and schedules, as well as pest control strategies will be determined based on the pest's life cycle, food sources, habitat preferences, water needs and natural enemies.

**Interior pests** will be monitored by direct inspection. Direct inspection means sticky traps, pheromone baits or traps, tracking powder, mechanical traps, and glue-boards etc... to determine the presence of a pest. If baits or traps of any kind are used each one will be tracked as follows.

- ▶ Each bait station or trap is assigned an identification number.
- ▶ A map is prepared showing the location and number of each trap or bait placement.
- ▶ Each trap or bait station is marked with appropriate warning language.
- ▶ Traps will be checked by the IPM coordinator or the pest management professional weekly during the early stages of solving a pest infestation, 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.

**Exterior pests** will be monitored by direct inspection. Landscape plants are scouted at least monthly during the growing season for conditions requiring action. Plants with annually recurring pest problems will be scouted according to pest appearance timetables. Additionally, areas surrounding the school, school playgrounds or school athletic fields can be scouted for stinging insect activity.

## **Monitoring Records**

The IPM coordinator or pest management professional will maintain and keep records of any pest monitoring activities, including the placement of all traps used, and the placement of this information on site-maps drawn for this purpose.

## **Pest Prevention and Control**

Wherever possible the school will take a preventive approach by identifying and removing, to the degree possible, the basic causes of the problem rather than merely attacking 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 used at the school as follows:

### **Cultural Control**

For example, improve sanitation, reduce clutter, get people to change habits like leaving food in the classroom, maintain plant health by taking care of plant habitats, fertilization, plant selection, the right plant for the right place, and cultural exclusion techniques to keep problematic pests and weeds away.

### **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, trap rodents, till soil prior to planting to disrupt pest life cycles.

### **Biological control**

For example, use of a pest's natural enemies, by the conservation and augmentation of natural enemies of pests in the landscape; 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 them.

### **Least hazardous chemical control**

Preference is to be given to low impact pesticides as defined in the School IPM Act.

Pesticides will only be selected for use when other control methods are not effective or practical in resolving a pest problem. Pesticides will not be used at the school unless the pest has been both identified and its presence at the school verified through monitoring.

Specifically, a non-low impact pesticide may only be applied in a school building if students are in another area of the building, which is separated by fire doors ***AND*** a different air handling system serves the area being treated with the non-low impact pesticide. Also, applications of non-low impact pesticides on school property will only be made when students will not be present, in the treated area, for instruction or extra-curricular activities, for a minimum of seven hours, unless the label states specific numeric re-entry restrictions below 7 hours.

The New Jersey School IPM Act allows for the emergency application of a non-low impact pesticide only when the health or safety of a student or staff member is threatened. A "school

pest emergency" as defined in the law is.... an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member...

Treatments, either low impact pesticides, or non-low impact pesticides will only be applied at the school when and where they are needed.

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

All controls that are actually implemented will be documented in an IPM logbook or file.

## Thresholds

The Oxford Central School has established injury levels also known as tolerance levels or threshold levels or action thresholds for each individual pest species before making any chemical treatment.

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Pest	Classrooms/ Public Areas	Storage/ Maintenance Areas	Infirmary	Kitchen/ Cafeteria	Grounds
Ants (common house)	5/room	5/100 ft <sup>2</sup> 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)	<i>Take no action, refer to nurse</i>				
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>

## **Notification and Posting**

### **Annual Notification**

At the beginning of each school year, the school will prepare and send out an annual notice regarding the school IPM program to the parents and guardians of the student body. The annual notice will also be sent to teachers and all other school staff members. Once the annual notice has been sent, the school will give this information to new staff or the parents or guardians of new students when they arrive. Late arrivals will not have to wait for the next annual notice to receive this information.

The annual notice will include the following:

- ▶ A copy of the School IPM policy
- ▶ The name, address, and telephone number of the school integrated pest management coordinator
- ▶ A list of any pesticide that is in use or that has been used within the last 12 months on school property
- ▶ Information regarding product labels and material safety data sheets (MSDS), when available, of each pesticide that may be used on school property and its availability for review by parents, staff and students
- ▶ The integrated pest management coordinator is available to parents, guardians, and staff members for information and comment
- ▶ The time and place of any meetings that will be held to adopt or to modify and readopt the school integrated pest management policy
- ▶ And the following statement:

### **Notification and Posting of Non-Low Impact Pesticide Use**

When it has been decided that a non-low impact pesticide must be used on school property, notification will be given to a large section of the school community, and warning signs will be posted at the school.

**Pre-Planned Application of Non-Low Impact Pesticides** - When it is known in advance that the school must use a non-low impact pesticide the following procedures will be followed:

During the school year AND during holidays and the summer months, the school will issue prior notification of all non-low impact pesticide use. During the summer months and during holiday breaks, notification will go to staff members and to the parents or guardians of students using the school in an authorized manner. Signs giving notice of the up-coming pesticide application will be posted in an area in or adjacent to where the pesticide is going to be applied AND at each entrance to the school building or school ground to be treated.

**Emergency Application of a Non-low Impact Pesticide-** the signs will be posted at the time of the application and left in place for 72 hours following the treatment. The signs will be posted in an area, in or adjacent to, where the pesticide is going to be applied AND at each entrance to the school building or the school grounds to be treated. Notifications will still be sent to the school community within 24 hours of the application, or on the morning of the next school day, whichever is earlier.

The notices and the posting signs will include the following information.

- ▶ The common name of pesticide used
- ▶ The EPA registration number
- ▶ The location, date, and time of application, one date for an indoor application; three dates for an outdoor application, in case of weather related cancellations
- ▶ The potential adverse effects of the product
- ▶ The reasons for the application
- ▶ The contact information for the School IPM Coordinator
- ▶ Any further label information or precautions listed for public safety

# **Record Keeping and Evaluation**

## **Record Keeping**

The law requires that records are kept for three years following a pesticide application and records are kept for five years following a pesticide treatment for termites. The school will keep records on site at the school in an IPM logbook or file.

The following examples will be maintained in an IPM logbook or file. (An \* indicates a form that is required for compliance with the New Jersey Law.)

- ▶ \* A copy of the school IPM Policy
- ▶ \* A copy of the school IPM Plan
- ▶ \* A copy of any Contract for Pest Management
- ▶ \* A copy of the Annual School IPM Program Notification
- ▶ \* A copy of any 72 hour pre-notification of the use of pesticides forms used
- ▶ \* A copy of any Emergency pesticide use notification forms used
- ▶ \* A copy of any School Integrated Pest Management Act Compliance Certification Forms signed by the IPM Coordinator at the request of a Pest Control Professional
- ▶ \* A copy of any Posting Sign for indoor or outdoor use – The Notice of Pesticide Application sign
- ▶ \* A copy of any Applicator Use Records Form (for all pesticide applications at the school)
- ▶ Service reports will also be placed in the IPM logbook or file when or if action needs to be taken by a pest management professional.
- ▶ Pest Sighting/Problem Reports
- ▶ Food Services Area Reports
- ▶ IPM Priority Checklists
- ▶ Non-Low Impact Pesticide Application Log

## **Evaluation**

The school building Principal will conduct an annual evaluation in concert with the IPM Coordinator.

The following items will be addressed during the evaluation meeting:

- ▶ Adequacy of pest control both interior and exterior
- ▶ Areas of concern
- ▶ Sanitation issues
- ▶ Building maintenance issues
- ▶ New less toxic pest control tactics
- ▶ Adequate support by all members of the school community
- ▶ Revise integrated pest management priorities list

Following the evaluation meeting, changes to the plan will be reported to all individuals who are affected by the changes. If the changes to the plan require changes to the School 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.