

School Integrated Pest Management Plan

HAMILTON TOWNSHIP PUBLIC SCHOOL DISTRICT

Joseph C. Shaner School
George L. Hess Educational Complex
William Davies Middle School



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Table of Contents

- 1) General School Information
- 2) Integrated Pest Management Statement
- 3) School IPM Policy
- 4) School IPM Plan Goals
- 5) Roles, Responsibilities, and Training
 - a) School Administration
 - b) School IPM Coordinator
 - c) Pest Management Professional (staff or contractor)
 - d) School Nurse
 - e) Kitchen Staff
 - f) Maintenance Staff
 - g) Staff, Teachers, and Students
 - h) Parents or Guardians of All Students Enrolled in the School
 - i) Vendors and Contractors
- 6) Pest Identification: Site Assessment and Ongoing Monitoring
- 7) Pest Prevention and Control
- 8) Pesticide Use: Notification, Posting, and Re-Entry
- 9) Record Keeping and Evaluation



Appendices

- Pest Problem Report (to School IPM Coordinator)
- Food Services Areas Report (to School IPM Coordinator)
- IPM Pest Activity Monitoring and Control Log
- Sample Indoor Pest Thresholds
- IPM Priorities Checklist
- Pesticide Application Log
- Annual School IPM Program Notification Letter to Parents & Staff*
- Pre-Notification of the Use of Pesticides (72 hour pre-notification)*
- Emergency Pesticide Use Notification*

* Use of this form meets minimum compliance requirements of NJ School IPM Act

1. General School District Information:

Name of Schools: Joseph C. Shaner School, William Davies Middle School, George L. Hess School
Address: 1876 Dr. Dennis Foreman Drive, City: Mays Landing, NJ County: Atlantic
District: Hamilton Township School District Zip Code: 08330
Phone: 609-476-6302 E-mail: www.hamiltonschools.org
School IPM Coordinator: Sean Leidy
Email: Leidys@hamiltonschools.org Phone: 609-476-6315

2. Integrated Pest Management Statement

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

3. School IPM Policy: (Attached)

4. School IPM Plan Goals:

- a. The roles, responsibilities, and training of all members of the school community [school administration, School IPM Coordinator, Pest Management Professional (includes staff or contractors, if used), 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, define indoor and outdoor pests for the school by historical account and/or by direct monitoring. Establish monitoring types and schedules, and recordkeeping.
- c. Pest prevention and control to maintain a healthy school environment: Outline non-chemical controls that will be routinely practiced at the school. Establish threshold levels for all anticipated pests. Define prescribed use of low impact versus non low impact pesticides for identified pests. Maintain records of all pesticide applications.
- 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 School IPM Plan annually.

5. School IPM Roles & Responsibilities: For an IPM program to be successful, all members of the school community 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 are:

1. Adopt and implement a school IPM policy for the school property; the Model Policy (attached) that was developed by the NJDEP prescribes that the school administrators will adopt and implement a School IPM Plan for the school property.
2. Implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.
3. Designate a School IPM Coordinator. The IPM Coordinator should be someone who is familiar with the school buildings and grounds, such as the buildings and grounds maintenance staff.
4. Report effectiveness and recommend improvements to the School IPM Plan annually to local school or governing boards.

Other duties required by law of the school administration but that may be delegated to specific individuals, such as the School IPM Coordinator (see next section) are:

5. Coordinate pre- and post-notification of parents and staff of non-low impact pesticide applications according to the school's notification procedure.
6. Prepare and post signs as required in areas where non-low impact pesticides are to be applied.
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'.
9. For contracted services, the school administration will develop bid specifications, contracts, and contract addendums in accordance with the School IPM Policy and Plan.

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 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.

Specific duties of a New Jersey School IPM Coordinator required by law or regulation are:

1. Implement the School IPM Policy and Plan.
2. Maintain information about the IPM Policy and Plan in place at the 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. (See 'IPM Pest Activity Monitoring and Control Log' for sample log).
5. Provide access to the above information for public review.
6. Respond to inquiries and providing 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 School IPM Plan.
8. Provides a signature on the 'School Integrated Pest Management Act Compliance Certification' Form when requested (see Appendix for sample form) 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 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.

School administration responsibilities by law (see # 5, 6, 7, and 8 of their duties) that must be carried out and may be delegated as duties of the School IPM Coordinator by this school administration include:

- Coordinate pre- and post-notification of parents and staff of non-low impact pesticide applications according to the school's notification procedure. Prepare and post signs as required in areas where non low impact pesticides are to be applied.
- 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.
- Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'.

In order to carry out the duties prescribed above, the School IPM Coordinator will:

- Distribute and train school community in the use of 'Pest Problem Report Forms' to be submitted when activity is noticed.
- Distribute and train school kitchen staff in the use of 'Food Service Report' forms to be submitted weekly.
- Compile all 'Pest Problem Report' and 'Food Service Report' forms received in 'IPM Pest Activity Monitoring and Control Log'. Also, write actions taken to remedy pest problems in the log.
- Maintain a prioritized list of pest management issues (including key pests, and needed structural/landscape improvements and substandard sanitation practices) which exist both inside and outside the school.
- Consider all available options (including no action) with the school's Pest Management Professional prior to determining control(s) to be used.
- Ensure that Pest Management Professional(s) make accurate entries in the 'Pesticide Application Log' when these pesticides are applied at the school.

- Work with administrators if contracting for pest control services to ensure that the bid specifications comply with the school IPM policy and plan.
- Serve as the point of contact for contracted pest management services for the school.
- Evaluates efficacy of IPM practices on school property on a monthly basis at a minimum.
- Sets up and moderates the annual evaluation of the School IPM Plan. Revises the School IPM Plan accordingly.
- Other: _____

Training:

The School IPM Coordinator will receive NJDEP-approved training that provides an overview of the principles of IPM, legal requirements, and how to implement the IPM Policy and Plan at the school per rules to be adopted by the NJDEP.

c. Pest Management Professional:

All pesticide applications made on 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 1-12. These ‘Pest Management Professionals’ may either be staff and /or a contractor as described below.

All indoor applications at this school district are made by a licensed Pest Management Professional(s). ‘The contractor for indoor pest management services at this school is Tri County Pest Control. Our contact for the company is Tri County Pest Control 800-299-6531. The contractor will meet all specifications as contracted by the school district.

All outdoor applications at this school district are made by a licensed staff member and/or Tri County Pest Control Pest Management Professional(s). ‘The contractor for outdoor pest management services at this school district is’ Tri County Pest Control. Our contact for the company is Tri County Pest Control 800-299-6531. The contractor and/or staff member, will meet all specifications as contracted by the school district. If specified in the contract, the contractor and/or staff member will provide horticultural services for landscape and turf management.

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

- Inspect school premises monthly or if a problem arises for the presence of pests or signs of pest activity.
- Notify the IPM Coordinator when pests or signs of pest activity are found.
- Make written recommendations to the School IPM Coordinator for corrective actions to be taken by the school to reduce potential pest populations.
- Recommend to 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 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 School IPM Coordinator with MSDS (when available) of any pesticide that is applied on school property.
- Provide application information as specified in the 'Non Low Impact Pesticide Application Log' when they apply these pesticides at the school. This log is kept at the office of the IPM Coordinator.
- If a non -low impact pesticide is to be used, provide a 'School Integrated Pest Management Act Compliance Certification' Form to the School IPM Coordinator for their signature ensuring all advance notification and posting has been performed as required. Applicators are not 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.
- Participate in the annual evaluation of the School IPM Program and Plan. Provide comments regarding any necessary modifications to the School IPM Plan.
- Other: _____

Training:

Training for either a new commercial applicator or operator is to include BOTH a PCP-approved basic pesticide training course, and 40 hours of on-the-job training to competently perform the functions associated with any applications in which they are expected to perform. Additionally, within the 40 hours of training, the candidate must perform or witness a minimum number of applications for each of the categories that they will be licensed (see the NJDEP website at <http://www.state.nj.us/dep/enforcement/pcp/index.html>; or the Rutgers Cooperative Extension pesticide applicator training website at <http://www.pestmanagement.rutgers.edu/PAT/CertlicensReq.htm> for details).

In order to maintain valid Pesticide Applicator Certification in the state of New Jersey, pesticide applicators must earn a minimum of 24 recertification credits by attending continuing education courses. Commercial Pesticide Applicators must accumulate 8 Core credits and 16 category credits (per each category certified).

Rules are being proposed by the NJDEP that would require an additional category ("IPM in Schools") for commercial applicators that apply pesticides on school property. If these rules are adopted as final, applicators would be given a grace period during which the new category exam would need to be taken. This IPM in Schools category would be required in addition to any other category (such as ornamental & turf, or termite control) required depending on the type of work performed.

d. School Nurse:

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

Other Duties of the School Nurse in the School IPM Program are:

- Keep copies and review 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 headlice (a common problem for children between 3 and 10 years old).
- Educate parents and staff about preventing headlice spread when it occurs.

- Submit a 'Pest Problem Report' to School IPM Coordinator whenever pests are detected in the health suite/Nurse's office.
- Other: _____

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/oppmsd1/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. Kitchen Staff:

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

Other Duties of Kitchen Staff in the School IPM Program are:

- Practice good sanitation of all kitchen and food service areas (clean all surfaces daily).
- Lead Cooks of the kitchen staff will inspect the kitchen weekly.
- Lead Cooks of the kitchen and Food Services Director will submit a Pest Problem Report/'Food Service Report: to the School IPM Coordinator whenever pests are detected in the kitchen and food service areas.
- Manage specific pest problem(s) as directed by School IPM Coordinator.
- Other: _____.

Training:

The Lead Cooks will be responsible for training the kitchen staff in proper sanitation procedures when hired and annually thereafter. The School IPM Coordinator will train the kitchen staff in the pest detection and monitoring program in place in the kitchen when hired and annually thereafter.

f. Maintenance/Custodial Staff:

Maintenance/Custodial staff maintains the cleanliness and take care of the school building and grounds. These staff members may be assigned to indoor and/or outdoor maintenance. School maintenance/custodial 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 pesticide is necessary, only a licensed Pest Management Professional may make the application (see 'c' above).

Other Duties of Maintenance/Custodial Staff in the School IPM Program:

- Practice all sanitation and maintenance techniques: per the 'IPM Priorities' checklist of this Plan:
- Provide a 'Pest Problem Report' to School IPM Coordinator whenever pests or signs of pest activity are discovered in the school building, or are a problem on school grounds.
- Recognize 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 School IPM Coordinator. This will not include pesticide application unless the individual is a licensed Pest Management Professional.
- Other: _____.

Training:

- The IPM Coordinator, will be responsible for training the indoor Maintenance Staff in proper sanitation procedures and schedules when hired and annually thereafter.
- The School IPM Coordinator must train the indoor Maintenance Staff in the pest detection and monitoring program and devices in place throughout the school when hired and annually thereafter.
- If landscaping or turf maintenance is required by their duties, grounds maintenance staff will be trained in accepted horticultural practices grounded in IPM.

g. Staff, Teachers, and Students:

Duties of Staff, Teachers, & Students in the School IPM Program:

- The most important responsibility of the students and staff is sanitation. 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.
- Leave pest control and pest management to trained professionals.
- Will not move sticky traps or other pest monitoring devices.
- Report any evidence of pest activity to the School IPM Coordinator using the 'Pest Problem Report' form.
- Other: _____

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 updates by the School IPM Coordinator: monthly on pest identification and the conditions that they may create that promote 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.
- They will be instructed in how to log pest complaints using the 'Pest Problem Report' form.

- 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.
- Other: _____

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 follow them 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 School 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 their children's school. Review the 'Annual School IPM Program Notification Letter to Parents & Staff' as well as all notices of application of pesticides at the school. For questions or concerns, parents and /or guardians will contact the School IPM Coordinator.

Training:

- Each school principal will educate parents and guardians of all students enrolled at the school about the School IPM Program.
- Pamphlets and fact sheets will be made available upon request.
- Other: _____.

i. Vendors and Contractors

Duties of vendors and contractors in the School IPM Program to 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).
- Other: _____.

6. Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

One of the key principles of 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 Tri County Pest Control: Pest Management Professional(s) and School IPM Coordinator: will perform a thorough inspection of all school buildings and grounds to identify pest activity and conditions that are contributing to any pest problems.

Indoor site assessment,

School IPM Coordinator: will compile a map on floor plans of the building.

- 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.

Outdoor site assessment, School IPM Coordinator: will map the school grounds:

- Show locations of trees, shrubs, and ornamentals.
- Assign & divide the landscape into management units (for example, football field turf versus playground).
- Note key plants, any pest problems, and horticultural recommendations.
-

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, sticky traps, pheromone baits, tracking powder, mechanical traps, and glue boards as necessary. If baits or traps of any kind are used:

- D Each bait station or trap is assigned an identification number.
- D A map is prepared showing the location and number of each trap or bait placement.
- D Each trap or bait station is marked with appropriate warning language.
- D 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.
- D Captured rodent pests will be recorded and disposed of on a daily basis.

Outdoor landscape pests will be monitored via direct inspection:

- D Landscape plants are scouted at least monthly during the growing season for conditions requiring action (for example, damaged diseased, dead limbs; soil erosion/compaction; insect, disease, weed pests and damage).
- D Scouting usually begins when plants put out new leaves in spring and ends when leaves fall in autumn.
- D Plants with annually recurring pest problems will be scouted according to pest appearance timetables.

Monitoring Records: The School IPM Coordinator will maintain and keep records of any pest monitoring, including traps.

7. Pest Prevention and Control

Wherever possible, the 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 School property unless both the pest has been identified and its presence verified. It is neither possible, nor desirable to completely exterminate every pest and potential pest from every population on school property.

The 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 a sample 'Indoor Pest Thresholds' for your modification].

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 School will give preference to choosing a 'low impact pesticide', as described below.

When it is determined that a non-low impact pesticide must be applied to adequately control pests within established thresholds, application guidelines per the law will be followed. Specifically, 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. Further, applications of non-low impact pesticides on school property will 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 will be allowed prior to student re-entry on school property.

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. 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 use next time.

Treatments, whether 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 School IPM Coordinator and Pest Management Professional(s) will meet monthly unless a problem arises at which point will be taken care of immediately to cover monitoring reports and determine 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:

1. Least hazardous to human health
2. Least disruptive of natural controls
3. Least toxic to non-target organisms
4. Most likely to be permanent
5. Easiest to carry out safely and effectively
6. Most cost-effective
7. Most site-appropriate

They will generate a pest management priority list to optimize a plan of corrective actions the IPM Coordinator will assign and contact the appropriate staff to carry out individual tasks on the checklist.

All controls that are actually implemented should be documented in the log by the School IPM Coordinator and Pest Management Professional(s).

8. Notification, Posting, and Re-Entry

It is important to keep the school community informed of the school's implementation of the School IPM Plan. Accordingly, this section outlines the:

- 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

All school principals will provide an annual notice of the school IPM program status to parents or guardians of each student enrolled at the school, and all staff members at the beginning of each school year. Once the annual notice has been provided, the school principal will also give this information to new staff or the parents/guardians of new students upon their arrival.

New Jersey law requires that this notice shall include:

1. A copy of School IPM policy.
2. The name, address, and telephone number of the integrated pest management coordinator of the school or school district.
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, Hamilton Township School District 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 School IPM Coordinator/other will issue notice to all staff, and parents/guardians of each student enrolled at the school. The area where the pesticide will be applied will be posted at least 72 hours prior and 72 hours following the application.

2. Emergency Use Notification and Posting for Non-low Impact Pesticide Use:

When an emergency application of pesticides is required: the School IPM Coordinator 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.

In either situation, the school is required by law to make NJDEP-prescribed notification and posting as described below. The specific 'what', 'how' and 'where' requirements of the law that will be followed on School property on posting and notification follows:

What: In either planned or emergency applications of non-low impact pesticides, New Jersey law requires content of both notification and posting as follows:

- 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 IPM Coordinator of the school or school district, and
- further label information or precautions for public safety.

How: In either planned or emergency applications of non-low impact pesticides, the School IPM Coordinator will advise the parents and guardians and staff of the school of pesticide applications by the following method of notification:

- Written note that the students take home
- Phone call

Where: In either planned or emergency applications of non-low impact pesticides, per New Jersey law, the School IPM Coordinator will post signs:

- prominently in or adjacent to the area where the pesticide is to be applied.
- at each entrance to the building or school ground where the pesticide is to be applied.
- that is at least 8.5" by 11".

Re-Entry

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

Students cannot enter a pesticide treated area for at least seven hours after the application of a non-low impact pesticide, unless the pesticide label states a specific numerical re-entry time that is different than this. The use of low impact pesticides does not require an automatic seven-hour wait; students can re-enter after the pesticide application has dried or settled, or longer if the pesticide label specifies.

9. Record Keeping and Evaluation

Record Keeping

The School IPM Coordinator will maintain records as listed in their outlined role and responsibility for school IPM. An initial meeting will be held between the School IPM Coordinator and RID Pest Control Pest Management Professional(s) on the first day of that new school year to establish an IPM Log binder for these records.

The following records will be maintained in the IPM Log binder kept in the school's IPM Coordinator's office. The report will contain:

- D Pest Problem Reports
- D Food Services Areas Reports
- D IPM Pest Activity Monitoring and Control Log
- D Indoor Pest Thresholds
- D IPM Priority Checklists
- D Pesticide Application Log
- D Annual School IPM Program Notification Letters to Parents & Staff
- D Pre-Notification of the Use of Pesticides (72 hour pre-notification)
- D Emergency Pesticide Use Notifications
- D School Integrated Pest Management Act Compliance Certification Forms
- D Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'

- D School IPM Report Cards
- D The Pest Management Professional(s) specific service reports will also be placed in the log binder that document particular actions taken by the pest management contractor.

Evaluation

At least annually, the School IPM Plan and School IPM Program of the Hamilton Township School District will be evaluated. This necessarily includes review of all records in the IPM log binder. Program evaluation involves reviewing monitoring data, actions taken, treatment impacts and effectiveness, and any other relevant observations. These records will provide information on previous and current pest populations and which strategies were applied. Comparing data will clearly indicate which pest management strategies were most effective for the amount of time and money spent. IPM practices and procedures will be modified, if necessary, based on past experience, results, and gained knowledge.

This evaluation will be coordinated by all school principals. The participants in the evaluation will be the IPM Coordinator and the Pest Control Management Professionals. A written evaluation is to be completed by September 1st the new school year.

The following issues will be addressed during the evaluation of the School IPM Plan and Program:

- 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
- revise integrated pest management priorities
- Other: _____

Following evaluation, the School IPM Plan will be revised by all school Principal's accordingly.

APPENDICES

Hamilton Township School District 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. Hamilton Township 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 Hamilton Township 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

All school principals 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

All school principals of Hamilton Township School District 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

Pest Problem Report



Date: _____
To: Corey Imlay, 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: Hamilton Township School District

Month/Year: _____

Sample Indoor Pest Thresholds



Pest	Classrooms/ Public Areas	Storage/ Maintenance Areas 5/100 ft ² in 2	Infirmary	Kitchen/ Cafeteria	Grounds
Ants (common house)	5/room	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, Yellow jackets	1/room	1/room	1/room	1/room	10/10 minutes at trash; 1 if threatening children

Source: New Jersey Department of Agriculture Pesticide Regulation
 Now posted @ <http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/ActionThresh.pdf>
 (Revise to your own levels)

IPM Priorities Checklist

for the _____ School



Date Generated: _____ By: [insert name & title] _____

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)		
<input type="checkbox"/> close doors which are propped or left open; advise staff		
<input type="checkbox"/> install weather-stripping and door sweeps		
<input type="checkbox"/> caulk and seal wall cracks and crevices		
<input type="checkbox"/> install screens in doors and windows and keep them in good repair		
<input type="checkbox"/> keep shrubs, grass, and mulches at least one foot away from buildings		
<input type="checkbox"/> eliminate food waste and debris from loading docks		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Classrooms and Offices (including classrooms, laboratories, libraries, administration offices, auditoriums, gymnasiums, hallways, and stairways)		
<input type="checkbox"/> allow food and beverages in designated areas only (see below)		
<input type="checkbox"/> prohibit the extended storage of food in desks and lockers		
<input type="checkbox"/> regularly clean lockers and desks		
<input type="checkbox"/> lockers are emptied & cleaned twice a year: at winter break and at the end of each school year		
<input type="checkbox"/> store craft supplies and pet food in tightly sealed containers		
<input type="checkbox"/> inspect plants and animals (for example: science projects, houseplants) regularly for pest problems; maintain animal cage cleanliness		
<input type="checkbox"/> keep areas as dry as possible by fixing dripping faucets and leaks, and		

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

<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
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)		
<input type="checkbox"/> repair leaks and other plumbing problems immediately to deny pests access to water		
<input type="checkbox"/> avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.		
<input type="checkbox"/> clean floor drains routinely		
<input type="checkbox"/> clean mops and buckets promptly, dry buckets and hang mops off of floor above drain		
<input type="checkbox"/> seal pipe chases		
<input type="checkbox"/> eliminate piles of clutter		
<input type="checkbox"/> remove trash regularly		
<input type="checkbox"/> traps:		
<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		

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		
<input type="checkbox"/> Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.		
<input type="checkbox"/> Secure lids on trash containers.		
<input type="checkbox"/> Repair cracks in pavement and side walks.		
<input type="checkbox"/> Provide adequate drainage away from the structure and on the grounds.		
<input type="checkbox"/> Low impact pesticide application:		
<input type="checkbox"/> Non low impact pesticide application:		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Turf (lawns, athletic fields, and playgrounds.)		

<input type="checkbox"/> Maintain healthy turf by selecting a mixture of turf types (certified seed, sod, or plugs) best adapted for the area.		
<input type="checkbox"/> Check Rutgers Cooperative Extension for recommendations on turf types, management practices, or other information.		
<input type="checkbox"/> 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.		
<input type="checkbox"/> Water turf infrequently but sufficiently during morning hours to let turf dry out before nightfall; let soil dry slightly between waterings.		
<input type="checkbox"/> Provide good drainage, and periodically inspect turf for evidence of pests or diseases.		
<input type="checkbox"/> Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.		
<input type="checkbox"/> Have soil tested to determine pH and fertilizer requirements.		
<input type="checkbox"/> 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.		
<input type="checkbox"/> 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.		
<input type="checkbox"/> Seed over existing turf in fall or early spring.		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Ornamental Shrubs and Trees		
<input type="checkbox"/> 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.		
<input type="checkbox"/> Diversify landscape plantings—when large areas are planted with a single species of plant, a pest can devastate the entire area.		
<input type="checkbox"/> 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.		
<input type="checkbox"/> If using fertilizer, use the correct one at the suitable time, water properly, and reduce compaction.		
<input type="checkbox"/> Prune branches for growth and structure, and to prevent access by pests to structures.		
<input type="checkbox"/> Use the appropriate pest-resistant variety (check with your local Cooperative Extension Service).		
<input type="checkbox"/> 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.		
<input type="checkbox"/> Use pheromone traps as a time saving technique for determining the presence and activity periods or certain pest species.		
<input type="checkbox"/> Select replacement plant material from disease-resistant types being developed by plant breeders throughout the country.		
<input type="checkbox"/> Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		

SCHOOL PESTICIDE APPLICATION RECORDS FORM / THIS FORM MUST BE LEGIBLE (print clearly)

Print Name of school and School Address _____

1. Place Of Application	Application Date	2. Pesticide(s) Applied	EPA Reg. Number	MIX Pesticide Concentrate and Diluent	Mix or solution Applied	Application Site(s)	Applicator Name & Reg.#
Location in or around school where pesticide application occurs, or site not located on school campus.	3. Include the time the application is completed for the start of the REI	The complete name of the product used 4. If the product is a Termiticide	From product container or label	Total pesticide Concentrate used + water = Mix or solution	Total Solution Applied	Where exactly was the application made	The name and license number of the pesticide applicator
Main building Rm # 101	Friday Oct. 13	TRIPLE ETHYL DEATH F3210	EPA Reg. # 123,1234	4oz product concentrate	32 oz of solution	Baseboard and closet in Rm #101	
	4:30 PM			124oz water			
Front lawn	Saturday Oct. 14	NiceLawn4U HTA 132	EPA Reg. # 00121200	one 10lb bag, as is	1 bag	Front lawn on north side of school from stairs to driveway	
	7:00 AM			n/a			
Back lawn	Saturday Oct. 14	NiceLawn4U Shade 29	EPA Reg. # 00121222	three 10lb bags as is	3 bags	Outfield of Anytown H.S. main baseball Diamond in Anytown Park	
	8:30 AM			n/a			

- Place of Application is the name and address of the field or area that was treated. Especially if field is not contiguous with other school property.
- The brand or trade name of each pesticide used (both low impact & non-low impact) or a symbol representing such name, providing the School also keeps a list which clearly correlates the symbol used with full and complete pesticide product name(s), and the Principal and IPM Coordinator know how to use the two parts of the form (the records form and the product list) together.
- The Restricted Entry Interval (**REI**) begins when the pesticide application ends. Remember, if the product does not specify an **REI** time then **for non-low impact pesticides, the default REI is 7 hours.**
- For schools who have had a termiticide application. The record must also include a diagram of the structure treated, depicting the lower level of the structure, the location of the termite infestations and visible damage, areas treated, and any significant items such as location of known wells, drainage systems and streams and ponds which may be affected by the application.

SCHOOL PESTICIDE APPLICATION RECORDS FORM / THIS FORM MUST BE LEGIBLE (print clearly)

Print Name of school and School Address _____

1. Place Of Application	Application Date	2. Pesticide(s) Applied	EPA Reg. Number	MIX Pesticide Concentrate and Diluent	Mix or solution Applied	Application Site(s)	Applicator Name & Reg.#
Location in or around school where pesticide application occurs, or site not located on school campus.	3. Include the time the application is completed for the start of the REI	The complete name of the product used 4. If the product is a Termiticide	From product container or label	Total pesticide Concentrate used + water = Mix or solution	Total Solution Applied	Where exactly was the application made	The name and license number of the pesticide applicator

1. Place of Application is the name and address of the field or area that was treated. Especially if field is not contiguous with other school property.
2. The brand or trade name of each pesticide used (both low impact & non-low impact) or a symbol representing such name, providing the School also keeps a list which clearly correlates the symbol used with full and complete pesticide product name(s), and the Principal and IPM Coordinator know how to use the two parts of the form (the records form and the product list) together.
3. The Restricted Entry Interval (**REI**) begins when the pesticide application ends. Remember, if the product does not specify an **REI** time then **for non-low impact pesticides, the default REI is 7 hours.**
4. For schools who have had a termiticide application. The record must also include a diagram of the structure treated, depicting the lower level of the structure, the location of the termite infestations and visible damage, areas treated, and any significant items such as location of known wells, drainage systems and streams and ponds which may be affected by the application.

CHEMICAL CODE LIST

CODE NO.	PESTICIDE BRAND/TRADE NAME	PESTICIDE CHEMICAL NAME OR ACTIVE INGREDIENTS	EPA REG. NUMBER
1	EXAMPLE: PT 3-6-10 Pyrethrum	Pyrethrin	449-221
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

SITE CODE EXAMPLES

SITE CODE NUMBER	APPLICATION SITE	LOCATION CODE LETTER	APPLICATION LOCATION
1	Baseboards	A	Kitchen
2	Cabinets	B	Bathrooms
3	Carpeting	C	Living room
4	Bedding	D	Family Room, Den
5	Furniture	E	Dining Room
6	Under/Behind Appliances	F	Office
7	Walls	G	Laundry Room
8	Perimeter	H	Basement
Other		I	Crawlspace
		J	Garage
		Other	

The site of application would be a combination of the **SITE CODE NUMBER** and the **LOCATION CODE NUMBER**. For example: If the cabinets and baseboard in the kitchen and bathrooms were treated the code for the sites of application would be 1AB, 2AB.

APPLICATION METHOD CODE EXAMPLES

CODE NO.	METHOD	CODE NO.	METHOD	CODE NO.	METHOD
1	Crack & Crevice	6	Total Release Aerosol	11	Insect Bait
2	Spot Application	7	Fumigation	12	Bait Packs
3	Fan Spray	8	Space Spray	13	Pelleted Bait
4	Broadcast	9	ULV	14	Broadcast
5	Dust	10	Granules	Other	

CHEMICAL CODE LIST

CODE NO.	PESTICIDE BRAND/TRADE NAME	PESTICIDE'S CHEMICAL NAME OR ACTIVE INGREDIENTS	EPA REG. NUMBER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

SITE CODE EXAMPLES

SITE CODE NUMBER	APPLICATION SITE	LOCATION CODE LETTER	APPLICATION LOCATION
1		A	
2		B	
3		C	
4		D	
5		E	
6		F	
7		G	
8		H	
Other		I	
		J	
		Other	

The site of application would be a combination of the **SITE CODE NUMBER** and the **LOCATION CODE NUMBER**. For example: If the cabinets and baseboard in the kitchen and bathrooms were treated the code for the sites of application would be 1AB, 2AB.

APPLICATION METHOD CODE EXAMPLES

CODE NO.	METHOD	CODE NO.	METHOD	CODE NO.	METHOD
1		5		9	
2		6		10	
3		7		11	
4		8		Other	

Annual Integrated Pest Management Notice

Date:



Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Hamilton Township School District 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 schools 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 Hamilton Township School District is: Name of IPM Coordinator: Corey

Imlay

Business Phone number: 609-476-6315

Business Address: 1876 Dr. Dennis Foreman Drive, Mays Landing, NJ 08330

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 Hamilton Township School District 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 Hamilton Township School District

From: IPM Coordinator Corey Imlay

Phone Number: 609-476-6315

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 indoor 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 Hamilton Township School District

From: IPM Coordinator: Corey Imlay

Phone Number: 609-476-6315

Subject: Emergency Pesticide Use Notification

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

Hamilton Township School District:

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 Hamilton Township School District

Address 1876 Dr. Dennis Foreman Drive, Mays Landing, NJ 08330

School Integrated Pest Management Coordinator Corey Imlay

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):

Outside new construction fields.

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:

Corey Imlay

Phone Number: 609-476-6315

The following pesticides will be used at **Hamilton Township School District**

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 indoor 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:
