



Tigard Tualatin School District 23j
Integrated Pest Management Plan (IPM)

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I. INTRODUCTION

Structural and landscape pests can pose significant problems at schools. Pests such as mice and cockroaches can trigger asthmas. Mice and rats are vectors of disease. Many children are allergic to yellow jacket stings. The pesticides used to remediate these and other posts can also post health risks to people, animals, and the environment. These same pesticides may pose special health risks to children due in large part to their still developing organ systems. Because the health and safety of students and staff is our first priority, and a prerequisite to learning, it is the policy of the Tigard Tualatin School District to approach pest management with the least possible risk to students and staff. In addition, Senate Bill 637 requires all school districts to implement integrated pest management (IPM) in their schools. For this reason, the governing body of the Tigard Tualatin School District (Board of Directors and Superintendent) has adopted this integrated pest management plan for use on the campuses of our district.

II. WHAT IS INTEGRATED PEST MANAGEMENT?

Integrated Pest Management, also known as IPM, is a process for achieving long-term, environmentally sound pest suppression through a wide variety of tactics. Control strategies in an IPM program include structural and procedural improvements to reduce the food, water, and shelter, and access used by pests. Since IPM focuses on remediation of the fundamental reasons why pests are here, pesticides are rarely used and only when necessary.

IPM Basics

Education and communication: The foundation for an effective IPM program is education and communication. We need to know what conditions can cause pest problems, why and how to monitor for pests, proper identification, pest behavior and biology before we can begin to manage pests effectively. Communication about pest issues is essential. A protocol for reporting and action is the single most important part of an effective IPM program.

Cultural and Sanitation: Knowing how human behavior encourages pests helps us prevent them from becoming a problem. Small changes in cultural or sanitation practices can have significant effects on reducing pest populations. Proper cleaning in kitchens, reducing clutter in classrooms and in other areas of schools, putting dumpsters further away from kitchen doors/loading docks, proper irrigation scheduling, and over seeding of turf areas are all examples of cultural and sanitation practices that can be employed to reduce pests.

Physical and Mechanical: Snap traps for rodents, sticky monitoring traps for insects, door sweeps on external doors, sealing holes under sinks, proper drainage and mulching of landscapes, and keeping vegetation at least 24 inches form buildings are all examples of physical and mechanical control.

Pesticides: Since IPM focuses on remediation for the fundamental reason why pests are here, pesticides should rarely be used and only when necessary.



III. WHAT IS AN INTEGRATED PEST MANAGEMENT PLAN?

ORS 634.700 defines an IPM plan as a proactive strategy that:

- (A) Focuses on the long term prevention or suppression of pest problems through economically sound measures that :
 - a. Protect the health and safety of students, staff, and faculty;
 - b. Protect the integrity of campus buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
- (B) Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding, and proliferation of pest population or other conditions that are conducive to pests or that create harborage for pests.
- (C) Incorporates the use of sanitation, structural remediation or habitat manipulation of mechanical, biological and chemical pest control measures that present a reduced risk or have a low impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low impact pesticides.
- (D) Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage.
- (E) Evaluates the need for pest control by identifying acceptable pest population density levels.
- (F) Monitors and evaluate the effectiveness of pest control measures.
- (G) Excludes the application of pesticides on a routine schedule for purely preventative purposes, other than applications of pesticides designed to attract or be consumed by pests.
- (H) Excludes the application of pesticides for purely aesthetic purposes.
- (I) Includes school staff education about sanitation, monitoring and inspection, and about pest control measures.
- (J) Gives preference to the use of nonchemical pest control measures.
- (K) Allows the use of low impact pesticides if nonchemical pest control measures are ineffective; and

- (L) Allows the application of a pesticide that is not a low impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The above definition is the basis for Tigard Tualatin School District's IPM plan. This plan follows the required strategy from ORS 634-700-634.750.

NOTE: ORS 634.700 allows for the routine application of pesticides designed to be consumed by pests. To avoid a proliferation of pests and/or unnecessary applications of pesticides, several steps must be taken before any "routine" applications are allowed:

1. Staff must be educated on sanitation, monitoring and exclusion as the primary means to control the pest.
2. An acceptable pest population density level must be established.
3. The use of sanitation, structural remediation or habitat manipulation or of mechanical or biological control methods must be incorporated into the management strategy of the pest.
4. Documentation that the above steps were ineffective.
5. The pesticide label must be read thoroughly to make sure the pesticide will be used in strict compliance with all instructions.

IV. SCHOOL DISTRICT IPM PLAN COORDINATOR

ORS 634.720 states that the Coordinator "must be an employee of the governed district, unit, school or entity, unless the governing body delegates pest management duties to an "independent contractor."

The Board of Directors and/or the Superintendent designates the Custodial/Grounds Manager and/or the Facilities Manager as the IPM Plan Coordinator. The Coordinator is the key to successful IPM implementation in the Tigard Tualatin School District, and is given the authority for overall implementation and evaluation of this plan. The Coordinator is responsible for:

- A. Attending not less than six hours of IPM training each year. The training shall include at least a general review of IPM principles and the requirements of ORS 634.700-637-750.
- B. Conducting outreach to the school community (custodians, maintenance, construction, grounds, faculty, and kitchen staff) about the District's IPM plan. The IPM Plan Coordinator (or designee) will provide training as outlined in Section VII.
- C. Overseeing pest prevention efforts. The coordinator will work with custodians, principals, and maintenance to reduce clutter and food in the classrooms, and seal up pest entry points.
- D. Assuring that the decisions making process for implementing IPM in the District (section V) is followed. The Coordinator will continually assess and improve the pest monitoring, reporting, and action protocol.
- E. Assuring that all notification, posting, and record keeping requirements in the section VI are met when the decision to make a pesticide application is made.
- F. Maintain the approved pesticides list per section VIII.

- G. Responding to inquiries and complaints about non-compliance with the plan. Responses to inquiries and complaints will be in writing and kept on record with the Coordinator.

V. IPM DECISION MAKING PROCESS

A. Responsibilities of the School District Employees

- 1. IPM Plan coordinator responsibilities. See Section IV.

2. Custodial Services Responsibilities

- a. Attend annual IPM training provided by the IPM Plan Coordinator or designee.
- b. Placing and checking sticky insect monitoring traps in staff lounge, cafeteria, and kitchen as per the IPM Plan Coordinators instructions.
- c. Keeping pest complaint records by using the SSO (School Service Order) and the Operations work order system. Both can be found on the employee portal located on the District website.
- d. Working with the kitchen to make sure serving areas and storerooms are kept clean and food is stored in airtight containers.
- e. Recording pest management actions in the Operations work order system.
- f. Sealing up cracks or holes when reported by teachers or noticed by custodian when this can be done in a short time (15 minutes or less).
- g. Reporting pest problems to the IPM Coordinator when the issue cannot be resolved in 15 minutes or less.
- h. Communicating to IPM Coordinator when there are concerns with classroom issues that may promote pest issues (ie: clutter, food, etc.).
- i. Collection of any unapproved pesticides/chemicals discovered during inspections or regular duties. The staff member will be notified and given 48 hours to collect the item and remove from the property.
- j. Following up on issues found in the annual inspection report as instructed by the IPM Plan Coordinator (IPM Plan Coordinator will determine which schools receive annual inspections based on a pest and pesticide use history).
- k. Keeping vegetation, including tree branches and bushes, 24"-36" away from building surfaces. (36" is preferable).
- l. Proper mulching in landscape to reduce weeds.
- m. Proper fertilization, over seeding, mowing height, edging, drainage, aeration, and irrigation scheduling in turf areas to reduce weeds.

3. Maintenance/Construction Responsibilities

Staff involved in facilities maintenance and construction is responsible for working with the IPM Plan Coordinator to ensure their daily tasks, projects, and operations enhance effective pest management.

- a. Receiving training from the IPM Plan Coordinator (or designee) on the basic principles of IPM, sealing pest entry points, and sanitation during construction projects.

- b. Continually monitoring for pest conducive conditions during daily work and sealing small holes and cracks when noticed.
- c. Working with the Coordinator to develop a protocol and priority list with deadlines for sealing holes, installing external door sweeps, and other pest exclusion needs.
- d. Developing protocols and provision for pest avoid and prevention during construction and renovation projects. The IPM Plan coordinator has the authority to halt construction projects if these protocols and provisions are not being met.

4. Grounds Department Responsibilities

Grounds crews are responsible for:

- a. Attending annual IPM training provided by the IPM Plan Coordinator or designee.
- b. Keeping vegetation, including tree branches and bushes, 24"-36" away from building surfaces. (36" is preferable).
- c. Proper mulching in landscape to reduce weeds.
- d. Proper fertilization, over seeding, mowing height, edging, drainage, aeration, and irrigation scheduling in turf areas to reduce weeds.
- e. When the decision is made to apply a pesticide, follow notification, posting, recording, and reporting protocols in section VI.

5. Kitchen Staff Responsibilities

Kitchen staff is responsible for:

- a. Attending annual IPM training provided by the IPM Plan Coordinator or designee.
- b. Assuring floors, surfaces, and store rooms or free of food debris. Food storage is in air tight containers.
- c. Promptly emptying and disposing of corrugated cardboard materials.
- d. Keeping exterior kitchen doors closed.
- e. Reporting pest conducive conditions that require maintenance (le: leaking faucets, dumpster issues, building up of food debris on floors, holes in walls, etc.) This is to be done using the District SSO (School Service Order) or work order system.
- f. Participation in inspections conducted by the custodian or IPM Plan coordinator.
- g. Checking sticky trap monitors once per month. Immediately reporting pest issues to the custodian.

6. School Faculty Responsibilities

School Faculty is responsible for:

- a. Attending annual basic IPM training provided by the IPM Plan Coordinator or designee. (reviewing IPM training material)
- b. Keeping classrooms and work areas free of clutter, personal furniture & rugs, stuffed animals, and other items that may harbor pests.
- c. Making sure that classrooms are free of food sources. Limit the consumption of food in classrooms. Any food spills are cleaned immediately. Spills on

carpets are reported to the Custodian immediately using the SSO (School Service Order).

- d. Following first steps of protocol for ant management before notifying the custodian (clean up any food source that is attracting ants, kill visible ants, wipe down area where ants were with soapy water, notify the custodian only if ants continue to be found after following these steps.

7. School Principal/Administrator Responsibilities

The Principal/Administrator is responsible for:

- a. Scheduling time for school staff to receive annual training on IPM. Attendance in these trainings.
- b. Assuring that teachers keep their rooms clean and free of clutter in accordance to IPM guidelines.
- c. Assuring that school staff, administrators and parents receive the annual notice of potential pesticide products that could be used on school property as per Section VI. Notifications will be provided by the District IPM Coordinator or designee.
- d. Work with IPM Plan Coordinator to make sure all notification of pesticide application reach all school staff, administrators, and parents. This can be via e-mail, newsletter, or the method that is most likely to reach the intended recipients.

B. Monitoring, Reporting, and Action Protocol

Monitoring is the most important requirement of ORS 634.700-634.750 and assures a successful IPM program. Regular monitoring provides recent and accurate information to make effect pest management decisions. Information gathered in inspections should always be written down. Monitoring will be included in the weekly and monthly checklists that are part of the requirements of Day Specialists.

1. Three levels of monitoring include:

Level 1 monitoring

- 1) Casual observation/looking with no record keeping
Casual observation during normal daily work.
- 2) Casual observation/looking with written observation.
Written notes will be made any time there are pests reported.
- 3) Careful inspections with written observations.
Regular planned inspections according to the IPM Coordinators guidelines.

Level 2 monitoring

- a. Staff will be expected to report any pest observations through the District SSO (School Service Order). If it is an immediate concern, the Day Specialist should be called. Custodial staff will investigate the concern and take care of the issue following IPM guidelines.
- b. Day Specialist will note their observations and follow up on the weekly maintenance checklist and the "Follow up and Monitoring Log".

- c. Day Specialist will do a follow up observation with-in 24 hours to assure the issue and concern has been remediated. This will be noted on the maintenance check list and on the "Follow up and Monitoring Log".
- d. Stronger concerns such as rodents, yellow jacket nests, etc. will be reported to the Day Specialist/Custodian. Day Specialist will contact the Operations department immediately. A work order will be placed in the system immediately following the notification. Work order number will be noted on the maintenance check list. Follow up by the IPM Coordinator or designee will be documented in the work order system for future reference and documentation.

Level 3 Monitoring (Coordinator and Custodial Staff)

The IPM Plan Coordinator or designee and Custodians will periodically conduct monitoring at Level 3. Coordinator and Custodial staff will monitor structures:

The conditions of the building inside and out (structural deterioration, holes that allow pests to enter, conditions that provide pest harborage).

The level of sanitation inside and outside (waste disposal procedures, level of cleanliness inside and out, conditions that supply food or water to pests).

Pest damage and the number of locations of pest signs.

Human behaviors that affect pests (doors open, absence of screens in doors, food preparation procedures, etc).

IPM management activities such as calking/sealing, cleaning, setting out traps, treatments, and the effect on the pest population.

Level 3 Grounds Staff

Grounds staff will monitor turf and landscape

The condition of plants (vigor and appearance).

The kind and abundance of pests (weeds, insects, mites, moles, etc.) as well as natural enemies (ladybugs, spiders, lacewing larvae, syrphid fly larvae, etc.).

Human behaviors that affect the plants or pests (foot traffic that compacts the soil, physical damage to plants caused by people, insistence on having certain plants).

Weather conditions (record and unusually dry, hot, wet, or cold weather).

Proper drainage

Management activities (pruning, fertilizing, mulching, aeration, treating pests, etc.)

2. Sticky monitoring traps for insects

Sticky traps are neither a substitute for pesticides nor an alternative for the reducing pest populations, but rather a diagnostic tool to aid in identifying a pest's presence, the likely direction pests are coming from, and the number of pests.

IPM Coordinator or designee will determine where to place traps in the most "pest vulnerable" areas. Staff assigned to the location of the sticky traps will be made aware of the traps and their purpose so they do not disturb them. Custodians will be responsible for setting them out and checking them once per month, and replacing them once every four months. Kitchen staff will be responsible for checking those in the kitchen once a week. The IPM Coordinator or designee will instruct the above staff on how and when to monitor the traps.

3. Reporting (Pests, signs of pests, and conducive conditions)

When staff observes pests or pest conducive conditions they should report them using the District SSO (School Service Order) or report them to their custodian.

4. Reporting "Pests of Concern"

"A Pest of Concern" is a pest determined to be a public health risk or a significant nuisance pest. These include cockroaches (disease vectors, asthma triggers) mice & rats (disease vectors, asthma triggers), yellow jackets (sting can cause anaphylactic shock), cornered nutria (biting), and bed bugs (significant nuisance pest).

When pests of concern (or evidence of a pest) are observed, staff should immediately contact the custodian. The custodian must contact the IPM Coordinator or designee. The custodian will generate a School Service Order or work order to document action.

5. Action

a) Structural

Any items (such as sealing holes) that maintenance/custodial staff observe (or view on Pest Logs or inspections) should be taken care of and noted on the pest log or inspection sheet and in the work order system. Those needing immediate attention and cannot be taken care of by custodial/maintenance staff should be reported to the IPM Coordinator or designee.

Pest Monitoring logs should be turned in to the Operations Department at the end of each month.

If the actions needed are not something the Coordinator can accomplish alone or with minimal assistance, the Coordinator will meet with the maintenance/Custodial

staff or Pest Management Professional (PMP-outside contractor) to develop a protocol and priority list of deadlines for sealing holes, installing external door sweeps, and other pest exclusion or pest management needs. The Coordinator will then generate a work order with the proposed deadline for completion. This documentation will include costs and receipts associated with the work.

Small Ants:

When staff observe a small number of ants (ie: under 15) they must:

1. Spend two minutes trying to find where the ants are coming from.
2. Kill the ants with a paper towel
3. Remove any food source.
4. Wipe down the area with soapy water or disinfectant to remove pheromone trails
5. Place an SSO (School Service Order) documenting the actions

If the ants come back or there are more than a small number (more than 15) staff will:

1. Spend two minutes trying to find out where they are coming from
2. Create a SSO (School Service Order)
3. Ask the custodian to vacuum up the ants and seal the area as soon as they are able.

The custodian will:

1. Spend two minutes trying to find out where the ants are coming from
2. Vacuum up the ants and any food debris (vacuum up one tablespoon of cornstarch to kill ants in the vacuum, place the vacuum bag in a garbage bag that will be sealed and disposed of)
3. Seal the area where the ants are coming from
4. Wipe down the area with soapy water or disinfectant to remove pheromone trails
5. Place a work order noting actions taken and the SSO number in the body of the work order.
6. If it continues to be an issue, the IPM Coordinator will be called and given the work order number for further documentation.
7. A licensed professional will be called to take care of the issue.

To avoid proliferation of small and/or unnecessary applications of pesticides, the routine use of ant baits is not permitted without first:

1. Education staff on sanitations, monitoring, and exclusion as the primary means to control ants.
2. Establishing an acceptable pest population density (ie: 15 ants)
3. Improving sanitation/cleanliness and structural remediation (sealing cracks or holes where ants are coming from).

B) Grounds

When pests on grounds reach a threshold established and considered to be a health and/or safety concern by the IPM Coordinator and grounds staff, action will be taken to remediate the pest using the least possible risk to students and staff.

6. **Acceptable Thresholds (pest population density levels)**

A threshold is the number of pests that can be tolerated before taking action. The acceptable threshold for cockroaches, mice, rats, raccoons, cats, dogs, opossums, skunks, and nutria is **0**.

Acceptable thresholds for other pests will be determined by the IPM Plan Coordinator and the governing body.

C. **Inspections**

1) Routine Inspections

An inspection of each school will be conducted at least once a year by the IPM Coordinator, designee, and/or custodian. The inspection will be part of the TTSD Inspection form that is turned in September 1, and the Friday of Spring break, each school year.

D. **Pest Emergencies**

IMPORTANT: if a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps. When the IPM Plan Coordinator, after consultation with school faculty and administration, determines that the presence of a pest or pests immediately threatens the health or safety of students, staff, faculty members, community members using the campus, or the structural integrity of the campus facilities, he or she may declare a pest emergency. Examples include (but are not limited to) swarming yellow jackets, nutria, rats, or mice running through occupied areas of a school building or frequented by children.

E. **Annual IPM Report**

Each January the IPM Coordinator or designee will run a report of all pesticide applications completed during the past twelve months. This report will be placed in a binder along with pesticide application information.

Pesticide application records will contain the following:

- a) The brand name or trademark of the pesticide product;
- b) The United States Environmental Protection Agency registration number assigned to the pesticide product;
- c) The pest condition that prompted the application;
- d) A description of the area on campus where the application occurred;
- e) The approximate amount and concentration of pesticide product applied;
- f) The type of application and if it proved effective;
- g) The pesticide applicator or public applicator license numbers and pesticide trainee or public trainee certificate numbers of the persons applying the pesticide;
- h) The names of the person applying the pesticide;

- i) The dates on which the plan coordinator gave any notices required by ORS 634.740; and
 - j) The dates and times of placement and removal of warning signs under ORS 634.740
- Pesticide application records must include copies of all notices given under ORS 634.740. A school shall retain pesticide application records required by this section for at least four years following the application date.

VI. REQUIRED TRAINING/EDUCATION

ORS 634.700 (3) (i) requires staff education “about sanitation, monitoring and inspection, and about pest control measures”.

A. IPM COORDINATOR TRAINING

ORS 634.720 (2) requires that the IPM Plan Coordinator “shall complete no less than six hours of training each year. The training shall include at least a general review of IPM principles and the requirements of ORS 634.700 TO 634.750.”

Contact your Education Service District or the OSU School IPM Program for information on OSU approved classes.

B. Training for Custodial Staff

The IPM Coordinator or designee will provide training annually for custodial staff. The training will include sanitation, monitoring, inspection, reporting, and any new information provided at the IPM Coordinators annual training.

C. Training for Maintenance Staff

The IPM Coordinator or designee will provide training annually for maintenance staff. The training will include sanitation, monitoring, inspection, reporting, and any new information provided at the IPM Coordinators annual training.

D. Training for Grounds Staff

The IPM Coordinator or designee will provide training annually for maintenance staff. The training will include sanitation, monitoring, inspection, reporting, and any new information provided at the IPM Coordinators annual training.

E. Training for Kitchen Staff

The IPM Coordinator or designee will provide the District Food Service Director with information to review with kitchen staff on sanitation, reporting, and any new information provided at the IPM Coordinators annual training. In addition, when there are concerns reported to the IPM Coordinator or designee, the kitchen staff in the noted area will be given an overview of expected sanitation, inspection, reporting, and monitoring needed to alleviate the concerns.

F. Training for Faculty and Principal

The IPM Coordinator or designee will provide information and/or training on sanitation, inspections, reporting, monitoring, and follow up to any concerns noted on the annual inspection report or following a reported concern.

G. Other Training

Other training for nurses, administrative staff, students, coaches, etc., will be provided on an as needed basis or following a concern. It will be the responsibility of custodial and grounds staff to report concerns to the IPM Coordinator or designee when there is a concern that IPM guidelines are not being met.

VII. PESTICIDE APPLICATIONS: REQUIRED NOTIFICATION, POSTING, RECORD KEEPING, AND REPORTING.

Any pesticide application (this includes weed control products, ant baits, and all professional, and over the counter products) on school property must be made by a licensed commercial or public pesticide applicator. At the beginning of each school year an updated list of potentially used pesticides products will be updated on the District Operations Website. Information on the website will include timelines for notification and procedure for notification.

A. Notification and Posting for Non-emergencies

When the prevention or management of pests through other measures proves to be ineffective, the use of a low-risk pesticide is permissible. Documentation of these measures is a pre-requisite to the approval of any application of a low risk pesticide. This documentation will remain on file with the IPM Plan coordinator and at the offices of the head custodian where the application takes place.

Non-emergency applications, such as fertilization or preventive measure applications will be scheduled after school hours, on weekends, or during non-school days, unless the IPM Coordinator or designee authorizes an exception. If the labeling of a pesticide product specifies a reentry time, a pesticide may not be applied to the area of campus where the school expects students to be present before expiration of that reentry time. If the labeling does not specify a reentry time, a pesticide may not be applied to an area of campus where the school expects students to be present before expiration of a reentry time that the IPM Plan Coordinator determines to be appropriate based on the times at which students would normally be expected to be in the areas, area ventilation and whether the areas will be cleaned before students are present.

The IPM Coordinator (or designee) shall place warning signs around the pesticide application areas beginning not later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs. A warning sign must bear the words *“Warning: pesticide treated area”* and the notice must identify the name, trademark or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of the application, the reason for the application, the expected or actual reentry time, and telephone number of the contact person.

B. Notification and posting for emergencies

- 1) The IPM Plan Coordinator may not declare the existence of a pest emergency until after consultation with school faculty and administration.
- 2) If a pesticide is applied at a campus due to a pest emergency, the Plan Coordinator shall review the IPM plan to determine whether modification of the plan might prevent future pest emergency, and provide a written report of such to the governing body.
- 3) The governing body shall review and take formal action on any recommendations in the report.

The declaration of the existence of a pest emergency is the only time a non low-impact pesticide may be applied.

If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps.

If a pest emergency makes it impracticable to give a pesticide application notice at least 24 hours before the pesticide applications occurs, the plan coordinator or the designee shall send the notice no later than 24 hours after the application occurs.

The IPM Coordinator or designee shall place notification signs around the area as soon as practicable but no later than 24 hours after the time the application occurs.

NOTE: ORS 634.700 also allows the application of a non-low impact pesticide “by or at the direction or order of, a public health official”. If this occurs, every effort will be made to comply with notification and posting requirements.

C. Record Keeping of Pesticide Applications

The IPM Plan Coordinator or designee shall keep a copy of the following pesticide product information on file at the head custodian’s office at the school where the application occurred, and at the office of the IPM Coordinator:

- A copy of the label
- A copy of the MSDS
- The brand name and USEPA registration number of the product
- The approximate amount and concentration of product applied
- The location of the application
- The pest condition that prompted the application
- The type of application and whether the application proved effective
- The pesticide applicators license numbers and pesticide training or certificate number of the person applying the pesticide.
- The name(s) of the person(s) applying the pesticide
- The dates on which notices of the application were given

- The dates and times for the placement and removal of warning signs
- Copies of all required notices given, including the dates the IPM Plan Coordinator or designee gave the notices.

Records must be kept on file at the head custodian’s office at the school where the application occurred, and at the office of the IPM Plan Coordinator, for at least 4 years.

D. Annual Report of Pesticide Applications

In January of each year, the IPM Plan Coordinator or designee will combine records for the year and file them in the office of the IPM Plan Coordinator.

VII. APPROVED LIST OF LOW-PACT PESTICIDES

Note: All pesticides used must be used in strict accordance with label instructions.

According to ORS 634.705 (5), the governing body of a school district shall adopt a list of low-impact pesticides for use with their integrated pest management plan. The governing body may include any product on the list except products that:

- a) Contain a pesticide product or active ingredient that has the signal words “warning” or “danger” on the label.
- b) Contain a pesticide product classified as human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; or
- c) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

As a part of pesticide registration under the Federal Insecticide Fungicide and Rodenticide Act (FIFRA), EPA Office of Pesticide Programs (OPP) classifies pesticide active ingredients (a.i.) with regards to their potential to cause cancer in humans. Depending on when a pesticide active ingredient was last evaluated the classification system used may differ as describe above.

The National Pesticide Information Center (<http://npic.orst.edu/>) can be contacted at the 1.800.858.7378 or npic@ace.orst.edu for assistance in determining a pesticide a.i. cancer classification.

The most current list of approved low-impact pesticides is available on our website at <http://www.ttsdschools.org/pages/ttsd/District/Operations>

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