

***Roles and Responsibilities***

The IPM program will require the assistance and full cooperation of the administration, staff, and students. The operation of the IPM program will be under the direction of the Assistant Supervisor of Operations, who will serve as the contact person addressing questions and concerns regarding the IPM system and notification procedures, advising the administration, staff, students and parents of changes in the IPM program, including new laws and regulations, and in general, providing oversight and consistency to the program.

The Department of Operations and Food Service will manage IPM programs or administer contracts with one or more qualified pest management companies to conduct IPM programs as needed for Allegany County Public School facilities. Copies of material safety data sheets and product labels for each pesticide and bait station used on school property are also maintained by the Department of Operations.

School administrators will comply with the provisions of the IPM program by ensuring that areas requiring maintenance, repair, or increased sanitation are addressed, pest problems or sightings are documented, and that proper notification procedures are followed in the event of pesticide application.

The custodial staff will function as an integral part of the IPM program, providing important observation of all areas of the building and grounds to locate, identify, and monitor pests, improve sanitation, and recommend repairs.

Students and staff have a responsibility to follow good sanitation practices and to also act as observers.

***Pest Control Company Qualifications***

Pest control contractors shall be licensed and certified in the State of Maryland and be in good standing. A review of the contractor's record with the Maryland Department of Agriculture may be conducted.

The contracting pest control/management company shall provide complete labels, material safety data sheets, and any other pertinent literature pertaining to the pesticide chemicals and/or methodologies utilized within the school facilities. These shall be updated annually. All school facilities and the Operations office shall be provided with a set of these materials. These materials shall be kept in the pest management binder in the main office (or head custodian's office) of each facility.

***Integrated Pest Management Objectives***

Integrated Pest Management takes a non-chemical and proactive approach to pest control by recognizing that pests are only found when they have access to food, water, and shelter and that by eliminating these conditions, the need for extermination is dramatically reduced. This approach includes an ongoing inspection, monitoring, and occupant education program; it does not include routine scheduled spraying of pesticides done as a preventive measure. IPM incorporates structural repair, sanitation, and non-chemical methods prior to the use of chemicals.

Pests will be managed to:

- a. Reduce any potential human health hazard or to protect against a significant threat to public safety
- b. Prevent loss or damage to school structures or property and prevent a reoccurrence of the problem
- c. Prevent pests from spreading into community or areas beyond the site
- d. Improve the quality of the educational environment for students, staff, and the public

***Education***

The cooperation and understanding of staff, students, and parents is an important component of an IPM program. Presentations to the Board of Education, school administrators, and parent groups will explain the program and roles each individual plays in an effective program. Yearly notices in the school calendar will give information on the IPM program, notification procedures, pesticides and bait stations which may be used on school property, the name of the contact person for information, and the location of material safety data sheets. A brochure with the same information will be distributed to all new staff and students as part of their orientation.

***Recordkeeping***

A log shall be maintained in each facility with the following information:

- a. Integrated Pest Management Procedures
- b. Observation Log
- c. Inspection reports including observations, monitoring techniques and all actions taken
- d. Material Safety Data Sheets (MSDS)
- e. Notification Reports
- f. Maintenance Work Orders
- g. Contacts for Information

Records of pesticide use shall be provided to the school by the certified applicator at the time of the pesticide use recommendation and/or application, and will be maintained for two years. This information is essential to the notification process performed by the facility administration and will include potential adverse effects of the chemical taken from the material safety data sheets. Records must be current and accurate. Documentation of communications to parents, students, and staff regarding IPM and all notifications of pesticide use will be maintained by the Operations Department.

***IPM Service Procedure*****1. Routine Monthly Service Visit**

The pest control technician will review the pest observation log, communicate with appropriate staff members, and conduct a visual inspection of the interior and exterior of the building. Pest monitoring devices will be checked during this tour and all observations, recommendations, and actions noted on the service record. The technician will identify the particular pest and determine action thresholds based on the site and the biology and habits of the organism, as well as evaluating previous actions.

**2. Emergency Service**

The pest control contractor will respond immediately to situations where there is a severe threat to human health. Response to all other requests will occur within 48 hours. Calls for emergency or non-typical service should be placed to the Plant Operations office.

**3. Exterior Pests**

If the problem involves pests on the grounds of the building, contact should be made with the Operations Department to determine the appropriate action. This includes ground bees and large mammals such as ground hogs and skunks.

***Pesticide Applications***

Sanitation, non-chemical controls, and building repair and modification will be used whenever possible to provide the desired control. The choice of using pesticides will be based on a review of all other available options and a determination that these options are unreasonable or have been exhausted in order to minimize the use of pesticides. The least hazardous pesticide will be selected and the method and time of application designed to minimize the potential for exposure of students and staff. All pesticide applications will be conducted by a certified contract technician (applicator). The application of pesticides is subject to the Board policies and procedures and all applicable federal, state, and local regulations including the Maryland Pesticide Applicators Law and Regulations and the Federal Insecticide, Fungicide, and Rodenticide Act.

***Notification***

Maryland law requires that parents of all elementary students be notified automatically prior to application of any pesticide. Parents of secondary students must request to be placed on a pesticide notification list.

Allegany County Public Schools notifies all students and staff 24 hours prior to scheduled applications of pesticides on school property. If an emergency pest control situation arises and a pesticide is used, notification will be made within 24 hours. Space spraying of a pesticide throughout an entire room or area by a fogger or aerosol device requires one week advance notice to all students and staff.

Secondary schools require in-school notification prior to a pesticide application in the form of a posted notice at the area of the pesticide application **and** in a central location accessible to parents, guardians, students and staff such as the main office. The notice shall remain posted for at least 48 hours after a pesticide is applied.

All schools shall post notices before the use of a bait station inside the school on the primary entrance to the area where the bait station is placed. The notice must remain until the bait station is removed.

Effective 2000-01 the pesticide applicator must post a sign at the time a pesticide is applied to school grounds. The term "pesticide" does not include a disinfectant, sanitizer, deodorizer or monitoring trap. The sign must conform to Maryland Department of Agriculture specifications.

The sign must be placed at one of the following locations and posted for at least 48 hours following the application.

- a. At each primary access to the property treated, with the front of the sign facing the access;
- b. If only a spot pesticide application is made, or only a small area of a large area receives a pesticide application, a sign may be posted at the location where the pesticide application was made, with the front of the sign facing the probable path of access to the area.

For application on school grounds, the notice of planned date and time of application may specify that weather conditions or other extenuating circumstances may cause the actual date of application to be postponed to a later date or dates.

If the actual date of application is more than 14 days later than the planned date provided in the notice, notice of the application required under this regulation shall be reissued.

Appropriate notification letters are included in the IPM log book and will be completed (with the necessary information) by the service technician prior to distribution by the administration.

***Program Evaluation***

A periodic review of the IPM system will be conducted to determine the effectiveness of the program and program objectives have been achieved. This will include the review of inspection reports, sanitation reports, and other records to establish current conditions, progress of the program against pest problems and conditions, effectiveness of action thresholds, and to identify problem areas in the IPM system that may need to be modified or changed.