

IPM PLAN FOR  
DONOVAN CATHOLIC HS  
ST JOSEPH'S GRADE SCHOOL

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Integrated Pest Management on school property is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment. Our school will use ongoing site assessment, pest monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, our school will employ mechanical, physical, and biological controls with selective use of pesticides when needed

**A copy of the schools IPM policy will be attached with this plan**

**School IPM Plan Goals:**

- ▶ The roles, responsibilities, and training requirements of all members of the School Community
- ▶ School pest identification. Initially identify interior and exterior pests for your school by historic account and by direct monitoring.
- ▶ Pest prevention and control to maintain a healthy school environment
- ▶ The law requires that all schools issue an annual notice of their school IPM program. Make records available for public inspection.
- ▶ Evaluate and revise your School IPM Plan annually.

**School IPM Roles & Responsibilities**

For an IPM program to be successful, all members of the School Community should be involved. School administrators, IPM coordinators, students, teachers and other school staff, vendors or contractors, along with the parents or guardians of the student body. Each of these groups must be made aware of the school's policies on pest control and their roles in the schools pest management plan.

**School Administrators:**

- ▶ Adopt and begin to implement a school IPM policy
- ▶ Designate a School IPM Coordinator.

**School IPM Coordinator:**

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

- ▶ Maintain information about the IPM Policy and Plan in place at the school.
- ▶ Maintain information about pesticide applications on school property including records obtained from the pesticide applicator, material safety data sheets (MSDS) when available for pesticides used, and labels for all pesticide products used.
- ▶ Maintain non-pesticide pest control records as required by law.
- ▶ Respond to inquiries and provide information to teachers and other school staff, students and parents or guardians regarding IPM at school.
- ▶ Provide access to the above information for public review.

- ▶ Provide training in IPM practices to the school community. .
- ▶ Consider all available actions (including no action) prior to determining what pest control(s) should be used.
- ▶ Ensure that the pest control professional(s) make accurate and readable entries on record forms. Maintain pesticide application records for a minimum of 3 years; or in the case of termites, maintain records for a minimum of 5 years.
- ▶ Oversee all pest management personnel to ensure that they have the correct NJDEP-required license for pesticide applications
- ▶ Prepare and send out the school's annual IPM policy notification to parents and staff.
- ▶ Serve as the point of contact for contracted pest management services for the school.
- ▶ Distribute forms and train the school community in the use of Maintain records of all pest-monitoring activities, including the locations of all traps used for monitoring.
- ▶ Maintain a prioritized list of interior and exterior pest management issues, Prepare and post signs, as required, in areas where non-low impact pesticides are to be applied.
- ▶ Work with administrators when contracting for pest control services to ensure that the bid specifications comply with the school IPM policy and plan.
- ▶ Provide a signature when a pest management professional requests that a School Integrated Pest Management Act Compliance Certification Form be signed.

### **School Nurse:**

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

### **Kitchen Staff:**

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

A strict practice of good sanitation in all kitchen and food service areas is essential, clean all areas daily

Pest sightings or evidence of pest activity in these areas should be reported to the IPM coordinator

### **Maintenance Staff:**

Maintenance staff usually maintains the sanitation and structural needs of the school building and grounds on a day to day basis. These staff members may be assigned to both interior and exterior maintenance.

- ▶ Practice all sanitation and maintenance techniques
- ▶ Recognize report and correct conditions that may lead to pest problems such as water leaks, potential pest entryways, and poor sanitation practices, in and around the school.

- ▶ report any pest sighting(s), and suspected or actual pest activity to the school IPM coordinator using the IPM check list and location on that form
- ▶ Manage specific pest issues as directed by the IPM Coordinator.

**Maintenance Staff Training** - Maintenance staff must understand that even over the counter products such as weed killers, bug sprays, and weed & feed lawn care products are not to be used by school maintenance staff **unless they hold a valid pesticide applicator license.**

The School IPM Coordinator will be responsible for training the maintenance staff in the following areas.

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

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

The duties of the students' teachers' and other school staff in the school IPM program should be clearly explained in the IPM plan.

- ▶ The most important responsibility of students' teachers' and other school staff is sanitation. Much of the prevention and reduction of pest infestation at the school site depends on whether or not students teachers and staff clean up food leftovers, food in lockers, teacher and staff lounges, gum under desks, paper clutter, etc..., and perform proper maintenance according to school IPM policy and plan.
- ▶ Following your school's policy and plan, reports any pest sighting(s), and suspected or actual pest activity to the school IPM coordinator using whatever system your school has in place. Suggestions include filing a form or using email or voice-mail to inform the IPM coordinator, who will then keep records of all such reports.
- ▶ Students' teachers' and other school staff will not remove or move sticky traps or other pest monitoring devices found in or around the school. If a student, teacher or other school staff member thinks a trap or monitoring device has been moved or tampered with they should report it to the school IPM coordinator, following school IPM policy and plan.

### **Students teachers and other school staff**

Specifically, students, teachers and other school staff will be given a brief overview on pest identification and the conditions that they, as building occupants, may create that promote pests. This information will focus on pest reduction strategies connecting people's behavior; such as over watering plants, eating at desks, leaving crumbs on floor, etc., to pest problems.

Pamphlets and fact sheets will be made available and posted on bulletin boards in specific areas such as the cafeteria and teachers' lounge.

### **Parents and Guardians:**

Some of the duties required of Parents and Guardians in the School IPM Program.

- ▶ Learn about IPM practices and follow them at home so pests are not carried to school in notebooks, lunch boxes, clothing etc....
  - ▶ Make their children aware of their role in the IPM Program at their school.
1. Encourage children to lend a hand in cleaning up.
    - ▶ Discourage children from keeping food in their lockers and desks, for extended periods of time.
    - ▶ Be aware of the current pest management practices in their children's school(s). Review the 'Annual School IPM Program Notification' to Parents as well as all notices of pesticide application at the school.
    - ▶ Parents may and should express their views regarding pesticide use to the school.

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

### **Vendors and Contractors:**

The duties of vendors and contractors who work in and around the school or who have machines in or around the school will be clearly defined within the School IPM Plan as well as within each contract the school has with a contractor or vendor. IPM duties for vendors and contractors will be clearly spelled out in contracts or in a contract addendum for each contract. Contracts or contract addenda will specify regular maintenance service, cleaning under and behind machines during service visits, and immediate correction of problems that may foster pests (e.g., breakage, leaks, or excessive condensation from machinery).

### **Pest Management Professional:**

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

- ▶ Inspect the school building and grounds to identify potential problem areas and any structural **or** management practices, notify the IPM Coordinator in writing when pests or signs of pest activity are found.
- ▶ Make written recommendations to the School IPM Coordinator detailing corrective actions to be taken to reduce potential pest problem conditions.
- ▶ Recommend to School IPM Coordinator appropriate **non-pesticide** procedures to correct pest problems.
- ▶ Offer a selection of a **low impact pesticide first**, when it is determined that a pesticide must be used.
- ▶ Provide School IPM Coordinator with material safety data sheets (MSDS), when available, and product labels of all pesticides that are applied on school property.
- ▶ Provide application information as specified by the IPM in Schools Law and other New Jersey regulations to the IPM coordinator, when pesticides are applied at the school.
- ▶ If a non-low impact pesticide must be used, request that a 'School Integrated Pest Management Act Compliance Certification Form' be signed by the School IPM Coordinator, ensuring all advance notification and posting has been performed by the school as required.

- ▶ Provide comments in writing regarding any necessary modifications to the School IPM plan at the time of the annual review.

## **Ongoing Pest Monitoring**

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

**Interior pests** will be monitored by direct inspection. Direct inspection means sticky traps, pheromone baits or traps, tracking powder, mechanical traps, and glue-boards etc... to determine the presence of a pest.

- ▶ Each trap or bait station is marked with appropriate warning language.
- ▶ Traps will be checked by the IPM coordinator or the pest management professional weekly during the early stages of solving a pest infestation, then taper off to monthly once the pest problem is under control.
- ▶ Captured rodent pests will be recorded and disposed of on a daily basis.

**Exterior pests**, whether animal or plant, will also be monitored by direct inspection. Landscape plants are scouted at least monthly during the growing season for conditions requiring action. Examples include damaged, diseased or dead limbs; soil erosion or compaction; insects, disease, weed pests and damage. Scouting usually begins when plants put out new leaves in spring and ends when leaves fall in autumn. Plants with annually recurring pest problems will be scouted according to pest appearance timetables.

Additionally, areas surrounding the school, school playgrounds or school athletic fields can be scouted for stinging insect activity. Problems can and will be avoided if you can stop a nest early in its construction.

## **Monitoring Records**

Following your school's policy, the school IPM coordinator or pest management professional will maintain and keep records of any pest monitoring activities,

## **Pest Prevention and Control**

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

### **Cultural Control**

For example, improve sanitation, reduce clutter, get people to change habits like leaving food in the classroom, maintain plant health by taking care of plant habitats, fertilization,

plant selection, the right plant for the right place, and cultural exclusion techniques to keep problematic pests and weeds away.

### **Physical control**

For example, pest exclusion; removing pest access to the school building by sealing openings with caulk and copper mesh; repairing leaks and screens; removing pests by hand.

### **Mechanical control**

For example, trap rodents, till soil prior to planting to disrupt pest life cycles.

### **Biological control**

For example, use of a pest's natural enemies, by the conservation and augmentation of natural enemies of pests in the landscape; introduce beneficial insects or bacteria to the environment or, if they already exist, provide them with the necessary food and shelter and avoid using broad-spectrum chemicals that will inadvertently kill them.

### **Least hazardous chemical control**

For example, give preference to low impact pesticides as defined in the School IPM Act.

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

### **Thresholds**

The school will establish injury levels also known as tolerance levels or threshold levels or action thresholds for each individual pest species before making any chemical treatment. Appropriate injury levels will be set, and may take into consideration economic losses (the amount of foodstuffs contaminated by pantry pests), health risks (the occurrence of disease-bearing pests), aesthetic evaluations (weeds in the school lawn), and nuisance problems (stinging insects).

*The New Jersey School IPM Act allows for the **emergency application** of a non-low impact pesticide only when the health or safety of a student or staff member is threatened. A "school pest emergency" as defined in the law is.... an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member*

### **Notification and Posting**

#### **. Annual Notification**

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

New Jersey law requires that the annual notice inform the school community of the following:

- ▶ A copy of the School IPM policy
- ▶ The name, address, and telephone number of the school integrated pest management coordinator
- ▶ A list of any pesticide that is in use or that has been used within the last 12 months on school property
- ▶ Information stating that the integrated pest management coordinator maintains the product label and material safety data sheet (MSDS), when available, of each pesticide that may be used on school property and that the label and data sheet is available for review by a parent, guardian, staff member, or student
- ▶ The integrated pest management coordinator is available to parents, guardians, and staff members for information and comment
- ▶ The time and place of any meetings that will be held to adopt or to modify and readopt the school integrated pest management policy

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

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

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

During summer months, the school will issue prior notification of all non-low impact pesticide use.

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

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

**Required notification may be given in any of the following methods or a combination of these methods.**

- ▶ Written note that the students take home
- ▶ Written note that is mailed at least one week prior to the application
- ▶ A phone call
- ▶ By direct contact
- ▶ Via an e-mail

## **Record Keeping and Evaluation**

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

Contact listed below

- IPM coordinator Wade Elms 732-684-3335
- Msgr Donovan principal Dr Edward Gere 732-349-8801
- St Joseph's Grade school principal Michele Williams 732-349-2355
- NJ dept of Environmental Protection Tim Boyle 609-984-6908

THANKS



Wade Elms