

Evaluate Your IPM Program

Completed by: _____ (name) _____ (title)

Date: _____

Instructions: This activity is designed to help you evaluate your current Integrated Pest Management program, identify areas that need additional work and establish the steps you will take to complete that work. It is part of your homework assignment for the Administrator Academy Credits.

Work your way through the checklist with assistance from school staff and/or your pest control professional. Identify next steps under 'Planned Follow Up' – be as specific as possible including dates and the party responsible. Record completed projects and notes in 'Notes/Action Taken'.

When complete and before _____ (date) mail a copy of this document with your IPM Plan to: Becky Lockart/_____. You will receive credit upon successful completion of both activities (Evaluate Your IPM Program and Create Your Own IPM Plan). An electronic copy is available on the disc in your binder.

Contact Julie Wagner, Safer Pest Control Project (312-759-8267; jwagner@spcpweb.org; www.spcpweb.org) with questions.

IPM ROLES & RESPONSIBILITIES	RESOURCES/SUGGESTED ACTIONS	PLANNED FOLLOW UP (w/ dates)	NOTES/ACTIONS TAKEN
_____ Designate an IPM Coordinator: This person acts as a liaison with the pest control company. Recommendations made by the pest control technician (for cleaning, repairs, etc) go to the IPM Coordinator – who submits work orders and/or informs staff of necessary behavioral changes. The IPM Coordinator should be able to implement changes in policy and building management and must be present during routine service visits from the pest control contractor.			
_____ IPM Coordinator has been identified. _____ Name and contact info of IPM Coordinator appears prominently in the IPM/Pest Management Binder.	Complete IPM Plan Cover Page (section 1 in your pest management binder).		
_____ Role/responsibilities of IPM Coordinator are included in his/her job description. _____ The IPM Coordinator initialed and dated by their name (on IPM Plan Cover Page or other relevant location) to indicate they know about their role.	Include Roles & Responsibilities of IPM Coordinator in job description and share with IPM Coordinator; keep a copy in Roles/Responsibilities (section 3) of pest management binder. Have IPM Coordinator initial cover page.		
_____ IPM Coordinator is required to be present during routine service visits. _____ Coordinator has signed the bottom of the IPM Plan	Speak with IPM Coordinator about attendance during service visits. Collaborate with IPM Coordinator to create the IPM Plan (section 1 in your pest management binder) and have them sign-off on the bottom.		
_____ Work with a Qualified Pest Management Professional Contract with a pest management professional (PMP) with IPM experience and knowledge of the IPM in Schools Law OR ensure your staff has sufficient training to provide IPM. A good PMP is your partner in maintaining a pest-free, pesticide-free facility. For help finding a company that can provide IPM call Safer Pest Control Project or visit www.spcpweb.org/basics			
We Use an Indoor Contractor:	Complete the IPM Plan Cover Page in the front		

<p>_____ We contract with a structural (indoor) pest control professional (if staff handle this write 'n/a' and skip ahead).</p> <p>_____ Pest Management Professional's name and contact info appears in the IPM Binder (IPM Plan Cover Page or other appropriate area).</p> <p>_____ Pesticide Applicator License (from IDPH) is on file in the IPM Binder.</p> <p>_____ Pest Control business license (from IDPH) is current and on file in the IPM Binder.</p>	<p>of your pest management binder. Update this information annually.</p> <p>Place a copy of pest control operator 'Pesticide Applicator License' and pest control business license in Roles/Responsibilities (section 3 in binder).</p> <p>Use How to Hire an IPM Contractor available in section 3 of your binder.</p>		
<p>_____ The pest control contract calls for IPM services NOT monthly/routine spraying (if staff handle this write 'n/a' and skip ahead).</p> <p>_____ There are no calendar-based or pre-scheduled pesticide applications at the school.</p> <p>_____ The pest control company provides Service Reports' (summarizing their work during each visit).</p> <p>_____ The pest control company provides 'IPM Recommendations' (suggestions for eliminating pest-conducive conditions that are leading to problems).</p> <p>_____ A facility staff member is present during service visits.</p> <p>_____ A clear line of communication is established, which the contractor will follow if s/he needs to apply pesticides.</p>	<p>Change contract to IPM-based contract or amend current contract for IPM. Guidelines available in section 3 of your binder.</p> <p>Require contract to provide (see sample contract – long version):</p> <ul style="list-style-type: none"> o Service reports with every visit o IPM recommendations o Consultation and notice (at least 4-5 days) before applying pesticides. 		
<p>We Do It Ourselves:</p> <p>_____ Pest control is managed 'in house'.</p> <p>_____ Pest Control Staff have received training in general pest management.</p> <p>_____ Pest Control Staff have received training in IPM.</p> <p>_____ Copies of training certificates appear in the IPM Binder.</p>	<p>IPM Training is available through the Regional Office of Education and Safer Pest Control Project. Be sure your pest control employee has basic IPM training.</p> <p>General training may be available through the Illinois Pest Control Association or through the Illinois Department of Public Health. Be sure your employee has basic knowledge of pesticide safety.</p>		
<p>Outdoor Contractor:</p> <p>_____ We contract with an outdoor pest control professional (if this is handled by staff, write n/a and continue).</p> <p>_____ The company name and all contact info for the company appear in the IPM Binder (on the IPM Plan Cover Page).</p> <p>_____ Outdoor contractor has received a copy of the</p>	<p>Although the School IPM Law does not currently (5/2/06) require IPM on school grounds, many schools choose to use no chemicals on school lawns/fields or to use least-toxic/spot application instead of broadcast application. To learn more about pesticide-free turf care see www.pesticidefreelawns.org.</p>		

<p>policy/laws regarding notification for outdoor use of pesticides and our IPM Plan.</p> <p>_____ We have asked that there by no routine application of herbicides on school grounds. This includes 'weed and feed' products, which contain herbicides.</p> <p>_____ Weed tolerance levels for school grounds and fields have been set.</p> <p>_____ We maintain school grounds and fields in good condition so that they are not susceptible to weeds and disease.</p> <p>_____ The school/district has adopted an IPM Plan that applies to outdoor areas and/or has adopted field management guidelines.</p>	<p>Consider asking your contractor to use fewer or no chemicals.</p> <p>Provide your contractor with information about notification requirements.</p> <p>Update information on your outdoor contractor annually or when service providers change.</p>		
<p>_____ We don't use pesticides or herbicides outdoors (this includes weeds and stinging insects).</p>	<p>Good job! Keep it up.</p>		
<p>POLICIES, PROCEDURES & PLANS</p>	<p>RESOURCES/SUGGESTED ACTIONS</p>	<p>PLANNED FOLLOW UP (w/dates)</p>	<p>NOTES/ACTIONS TAKEN</p>
	<p>Adopt an IPM policy. This policy should state how pests will be managed inside your facility and in outdoor play areas. Your policy should establish a procedure to notify parents and staff if pesticides must be used (unless this exists in a separate document) and create minimum qualifications for a pest control company. Visit www.spcpweb.org/childcare/ and look for 'Sample IPM Policy for Childcares' under resources.</p>		
<p>_____ Policy is adopted.</p> <p>_____ Copy of policy is filed in each school's pest control binder.</p> <p>_____ Copy of policy is filed in SOP/policies and procedures file.</p>	<p>Sample policies are available in section 2 of your binder.</p>		
	<p>Adopt a Notification Policy/Procedure: Illinois law requires all parents, guardians and staff be notified at least two business days before pesticide application. Set up procedures for notifying parents and staff in writing if pesticides (besides gel bait or containerized bait) are applied.</p>		
<p>_____ Each school has a procedure for notifying parents.</p> <p>_____ Copies of old notification letters are in the IPM Binder.</p> <p>_____ There is a registry of names to notify as well as the annual letter informing parents about the registry OR</p> <p>_____ All parents are notified and past copies of notification letters are kept in the binder.</p>	<p>See Notification Guidelines in section 9 of your binder.</p> <p>Your procedures for notification must accommodate these guidelines and include more specifics about the process, including: who give the pest management professional permission to use pesticides; what form does this permission take; how will the letters will be sent to parents/staff, who will take care of sending letters; how long before applicationj will</p>		

	they be sent, etc. All of this should be clearly established and placed in section 9 of your binder.		
	Establish Procedures for a Pest Emergency: There are circumstances where a pest problem presents an imminent risk to the health of staff or children. These circumstances should be outlined and procedures prepared IN ADVANCE in order to reduce risk without unnecessarily exposing people to harm from pests or pesticides.		
	<p>_____ We have a separate procedure for using pesticides in a pest emergency – and a separate letter that goes to all parents, guardians and staff within two days of application.</p> <p>_____ We have a process for reviewing what gave rise to the emergency (failure to monitor, take timely action) and ensure it doesn't happen in the future.</p>	See IPM Plan in section 1 of your binder.	
	Create an IPM Plan. An IPM Plan is a document detailing appropriate responses to common pest problems inside the school, which include tolerance thresholds that trigger specific actions. By establishing tolerance levels and an action plan for each pest, you'll resist the urge to spray and respond in a safer, more effective manner. You will also be able to clearly demonstrate to the county and state departments of health that you are in compliance.		
	<p>_____ IPM Plan exists</p> <p>_____ There is a separate plan for each major pest.</p> <p>_____ The IPM Plan establishes specific tolerance thresholds or pest population levels that triggers specific, planned responses.</p>	Complete the activity Create Your Own IPM Plan in section 1 of your binder.	
STAFF TRAINING		SUGGESTED ACTIONS	PLANNED FOLLOW UP (w/ dates)
	Educate staff, faculty, students and parents about IPM program. IPM is a team effort and requires communication and cooperation between teachers, directors, custodial staff, maintenance staff, children and parents.		NOTES/ACTIONS TAKEN
	<p>_____ IPM Coordinator received training.</p> <p>_____ Three of these seven individuals received training: Principal, Grounds Keeper; Health Teacher; Lunch Room Manager; Head Custodian; Superintendent; Maintenance Staff.</p> <p>_____ IPM is included in core staff training (for new custodial or maintenance staff).</p> <p>_____ We have established the frequency of retraining (appears in the IPM Coordinator's description of responsibilities) and source for retraining.</p> <p>_____ IPM is included in teacher/staff inservice</p> <p>_____ Teachers are prohibited from bringing pesticides to school (and are aware of the policy).</p> <p>_____ No pesticides of any kind are used without express</p>	<p>Contact ROE, IEPA or Safer Pest Control Project for training.</p> <p>PowerPoint slides with scripts are available to help you/IPM Coordinator train other staff during inservice.</p> <p>Update IPM Plan Cover Page with details.</p>	

permission of the IPM Coordinator.				
RECORD KEEPING		SUGGESTED ACTIONS	PLANNED FOLLOW UP (w/ dates)	NOTES/ACTIONS TAKEN
-	Record Keeping: Records should be kept in your IPM/Pest Control binder, located in the main office. It should include the following records – both current and archived for three years – and kept either in the relevant section:			
	<ul style="list-style-type: none"> _____ Pest sighting logs (sect 4 monitoring); _____ Monitor traps logs (sect 4 monitoring); _____ Service report OR pesticides applied with locations and amounts (sect 6 Service Reports); _____ IPM Recommendations (if they use a pest management professional) (sect 5 IPM Recommendations); _____ Copies of work orders to address IPM problems (sect 5 IPM Recommendations); _____ Material Safety Data Sheets (MSDS) (sect 9 MSDS); _____ IPM Policy (sect 1 Policy and Laws); _____ IPM Plan (front of binder); _____ Certificates of training in IPM (Roles/Responsibilities). 			
PROGRAM EVALUATION		SUGGESTED ACTIONS	PLANNED FOLLOW UP (w/ dates)	NOTES/ACTIONS TAKEN
_____	Evaluate the program on a regular basis: Work with your pest control company and incorporate feedback from staff to improve the program.			
_____	IPM Policy states how frequently IPM program will be reevaluated.			