

 <b>Albemarle County Public Schools</b>			 <b>Subject: Integrated Pest Management</b>		
Document No.:	Issue Date:	Last Revised:	Page:	Prepared By:	Approved By:
SOP-IPM-01	11-16-2007	11-16-2007	1 of 3	LAC	EDB, GS, JL

## 1.0 PURPOSE

This Standard Operating Procedure (SOP) outlines the Integrated Pest Management (IPM) Program for Albemarle County Public Schools. Albemarle County Public Schools will be converted to this IPM program by September 2008. This procedure only covers IPM for pests in schools and does not address the use of herbicides on school grounds.

It is the goal of Albemarle County Public Schools to control pests in the school environment. Pests such as cockroaches, fleas, ants, stinging wasps, termites and rodents are potentially dangerous and can disrupt the learning environment in schools. Pests are known to bite, sting, transmit diseases, or cause allergic responses.

As schools are converted to an IPM program, Albemarle County Public Schools will employ non-chemical methods first, as a means of pest prevention. These methods include sanitation, exclusion, and monitoring. The application of chemical control products will be used only "as needed" to correct verified pest problems. Products that are the least hazardous and most effective for the control of targeted pests will be used.

## 2.0 DEFINITIONS

A. *Integrated Pest Management* is the use of combined pest control alternatives, most effective to prevent or reduce to acceptable levels pests and damage caused by pests.

B. *Pesticide* as defined by law, means any substance or mixture of substances intended for:

1. Preventing, destroying, repelling or mitigating a pest
2. Use as plant regulator, defoliant, or dessicant
3. Use as a spray such as a wetting agent or adhesive

*Pesticide does not include:*

1. An antimicrobial agent, such as a disinfectant, sanitizer or deodorizer, used for cleaning purposes
2. A bait station

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Document No.:	Issue Date:	Last Revised:	Page:	Prepared By:	Approved By:
SOP-IPM-01	11-16-2007	11-16-2007	2 of 3	LAC	EDB, GS, JL

### 3.0 PROCEDURES

#### **Responsibility: Environmental Compliance Manager**

The Environmental Compliance Manager will be the point of contact. The Building Services staff will manage all information on pest control, including material safety data sheets and product label of each pesticide or bait station that may be used in schools and site-specific information on pest control activities at each school. Building Services staff will conduct an annual inspection to determine if sanitation and exclusion measures are adequate.

#### **Responsibility: School Administrative Staff and Principal**

At the beginning of each school year or at the initial implementation of a new IPM program, schools will include notice of the school's integrated pest management system in information to parents.

The notice will include the following information:

1. A statement that explains the school's integrated pest management system and a list of any pesticides or bait station that may be used in the school building or on school grounds as part of the integrated pest management system
2. A statement that:
  - a. The contact person maintains the product label and material safety data sheet of each pesticide or bait station that may be used by the certified applicator in buildings and on school grounds
  - b. The label and material safety data sheet is available for review by a parent, guardian, staff member, or student attending the school
  - c. The contact person is available to parents, guardians, and staff members for information and comment
3. The name, address, and telephone number of the contact person
4. Instructions for accessing information for planned and emergency pesticide applications.

#### **Responsibility: Pest Control Contractor**

The pest control contractor is responsible for the following portions of the IPM program:

1. Establishing monitoring areas within each school and recording pest activity on a monthly basis in the IPM log book in the front office
2. Determining if a physical entry needs to be corrected by Building Services.
3. If non-chemical means fail, the Environmental Compliance Manager must be notified 48 hours before a pesticide application.

 <b>EMS</b> Albemarle County Public Schools			 Albemarle County Public Schools <b>Subject: Integrated Pest Management</b>		
Document No.:	Issue Date:	Last Revised:	Page:	Prepared By:	Approved By:
SOP-IPM-01	11-16-2007	11-16-2007	3 of 3	LAC	EDB, GS, JL

**Responsibility: Lead Custodian**

The following sanitation duties are to be conducted or delegated by the lead custodian:

1. Mop kitchen floors daily
2. Ensure trash cans are emptied daily from kitchen and cafeteria area
3. Clean any residue from the bottom of the trash cans
4. Do not mop over or reposition glue boards in kitchen area
5. Report any pest activity outside of glue boards in IPM Log Book in front office
6. Report any structural deficiencies to Building Services
7. Keep areas surrounding dumpsters free of debris

**Responsibility: Kitchen Manager**

The following sanitation duties are to be conducted or delegated by the kitchen manager:

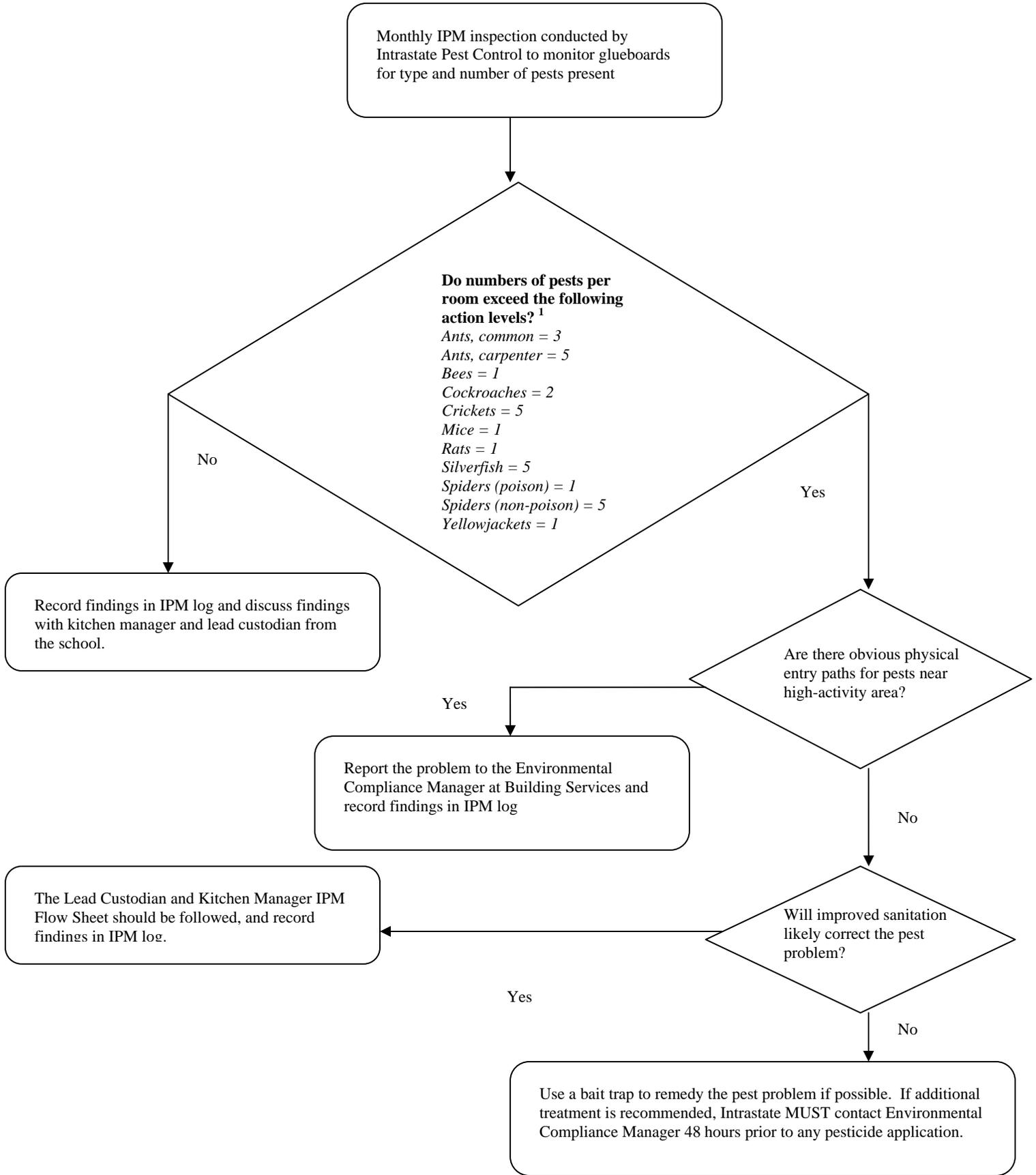
1. Clean kitchen equipment
2. Clean tables and counters
3. Do not place liquids in trash cans
4. Floors swept free of all debris
5. Ensure ovens and fryers are clean
6. Report any pest activity outside of glue boards in IPM Log Book in front office
7. Do not reposition glue boards in kitchen area
8. Store all food properly in sealed containers
9. Run floor drain traps through dishwasher every month and fill drain traps with water

**IPM Flow Charts:**

The following flow charts are to be followed for IPM decisions:

- Flow Chart for Pest Control Contract (F-SOP-IPM-01)
- Flow Chart for Custodial and Child Nutrition Staff (F-SOP-IPM-02)

# Pest Contractor IPM Flow Sheet



1. If Intrastate Pest Control thinks that an action level is too high or too low for a particular school, the Environmental Compliance Manager should be consulted.

## Lead Custodian and Kitchen Manager IPM Flow Sheet

If the pest control contractor determines that there are no obvious physical entries for pests and better sanitation could correct the pest problem, the technician will discuss findings with lead child nutritionist or custodian from the school. The Custodial and Child Nutrition Staff IPM Flow Chart should then be followed.

Have all items on the custodial and child nutrition IPM task lists been completed?

Yes

Ensure all pest sightings are reported in IPM Logbook in front office.

No

Correct any unfinished items on the checklist. If there is a problem completing any of the listed tasks, contact the Director of Child Nutrition or the Director of Custodial Services.

### Custodial IPM Task List

- Mop kitchen floors daily
- Ensure trash cans are emptied daily from kitchen and cafeteria area
- Clean any residue from the bottom of the trash cans
- Do not mop over or reposition glue boards in kitchen area
- Report any pest activity outside of glue boards in IPM Log Book in front office
- Report any structural deficiencies to Building Services
- Keep areas surrounding dumpsters free of debris

### Child Nutrition IPM Task List

- Clean kitchen equipment
- Clean tables and counters
- Do not place liquids in trash cans
- Floors swept free of all debris
- Ensure ovens and fryers are clean
- Report any pest activity outside of glue boards in IPM Log Book in front office
- Do not reposition glue boards in kitchen area
- Store all food properly in sealed containers
- Run floor drain traps through dishwasher every month and fill floor drains with ~2 gallons of water