

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 9285 P-1

PESTICIDE NOTIFICATION, POSTING AND RECORD KEEPING

Ferndale School District utilizes an Integrated Pest Management Program, which is described below.

Table of Contents

I. Introduction	2
A. Statement of Intent	
B. Integrated Pest Management	
C. Definitions	
II. Responsibilities	3
A. Building Occupants	
B. Parents and Guardians	
C. Custodial Staff	
D. Maintenance Staff	
E. List of Pesticides	
III. Pest Control.....	4
A. Preventative Measures	
B. Inspections, Identifying and Monitoring	
C. Action Threshold	
D. Notification	
E. Signage	
F. Licensed Applicators	
G. Control Methods and Applications	
H. Record Keeping	
I. Pesticide Storage	
J. Outside Contractors	
K. Facility and Landscape Design	
IV. Forms	
Landscape Application Signage	Attachment 1
Building Application Signage	Attachments 2 & 3
Pesticide Notification Request	Attachment 4
Pre-Notification Memorandum	Attachment 5
Notice to Interested Parties	Attachment 6
Memo to Custodians.....	Attachment 7
Pesticide Application Record: Herbicide Log Book.....	Attachment 8

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 9285 P-1

I. INTRODUCTION

A. Statement of Intent

It is the intent of Ferndale School District to provide a safe and healthy environment for our staff, students and users of our facilities. Structural and landscape pests can pose significant problems to people, property and the environment. Pesticides can also pose risks to people, property and the environment. Therefore, Ferndale School District will implement an Integrated Pest Management Program for control of structural and landscape pests.

The following were established to develop the Integrated Pest Management Program:

1. To reduce any potential human health hazard or to protect against significant threat to public safety;
2. To prevent lost of or damage to school structures or property;
3. To enhance the quality of life for students, staff and community,
4. To ensure that the plan complies with state and federal legislation.

B. Integrated Pest Management

Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices. IPM includes school management activities such as occupant practices and education, custodial practices, landscaping, preventative maintenance, record keeping, notification, pesticide purchase and storage as well as, judicious use of conventional control methods.

C. Definitions

1. Pest: Any insect, rodent, nematode, snail, slug, weed or any form of plant or animal life or virus which is normally considered to be a pest (except virus, bacteria, or other microorganisms on or in a living person or other animal or in/on processed food or beverages or pharmaceuticals).
2. Pesticide: Any substance or mixture of substances intended to prevent, destroy control, repel or mitigate any pest; any substance or mixture of substances intended to be used as a plant regulator, defoliant or desiccant; and any spray adjuvant, such as a wetting agent, spreading agent, deposit builder, adhesive, emulsifying agent, deflocculating agent, water modifier, or similar agent with or without toxic properties of its own intended to be used with any pesticide as an aid to the application or effect thereof, and sold in a package or container separate from that of the pesticide with which it is to be used.

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 9285 P-1

3. **Applicator:** Any individual who is licensed as a commercial pesticide applicator or any individual who is a school employee that has been recognized to represent the district in the application of a registered pesticide, i.e. maintenance crew or custodian.
4. **Weed:** Any plant that grows where it is not wanted.
5. **Antimicrobial Pesticide:** A pesticide that is used for control of microbial pest including, but not limited to, viruses, bacteria, algae and protozoa, and is intended for use as a disinfectant or sanitizer.

II. RESPONSIBILITIES

A. Building Occupants

Sanitation is the most important factors in prevention and reduction of pest infestation. It is the responsibility of all staff and students to participate in maintaining an acceptable level of sanitation in their building. This includes:

1. disposing of or putting away any leftover food;
2. removing food from lockers, classrooms and vehicles;
3. removing paper clutter; and
4. ensuring that their area remains accessible to the facilities staff for proper care (example: floor is vacuum ready).

Ferndale School District maintenance crew or custodians may need to, at times, perform the task of spraying of pesticides. Therefore, the use of privately acquired pest control sprays (i.e., Raid, ant killer, etc) will be permitted on district property. All applicators will follow RCW 17.21.415 regarding the application of pesticides.

Building occupants observing the presence of pests should report evidence of pest activity to the building administrator. The building administrator will work with the maintenance department to ensure proper handling of the situation per the IPM guidelines.

B. Parent and Guardians

It is the responsibility of the parents/guardians of students to ensure that pests are not carried from home to school in notebooks, lunch boxes, on clothing or in the student's hair (i.e., head lice). Should the parent/guardian detect the presence of pests on or with their student, they need to notify the building administrator to prevent further spreading of such pests.

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 9285 P-1

C. Custodial Staff

Custodial staff are responsible for ensuring the sanitation of the facility to which they are assigned. Proper care of facilities is essential to eliminating habitats for pests. Custodial staff should report any evidence of pest activity to their building administrator. The building administrator will request assistance from the director of facilities, if needed. Custodial staff are authorized to spray or use the following listed pesticides. However, as indicated in the following sections, other approved methods may be utilized in appropriate circumstances.

D. Maintenance Staff

Maintenance staff are responsible for inspecting, identifying, monitoring and other preventative integrated pest management practices. In addition to those practices, trained maintenance staff will respond to reports of pest activity in a timely manner. Prior to any use of pest control methods, the director of facilities and the maintenance department will determine if the pest activity exceeds the action threshold (discussed on following pages) and the appropriate method of IPM. If necessary, proper notification, including signage, will be made in accordance with this plan.

E. List of Pesticides:

1. ProExterminator Crawling and Flying Insect Killer (See MSDS)
2. ProExterminator Indoor Insect Fogger (See MSDS)
3. ProExterminator WASP, Hornet and Yellow Jacket Killer (See MSDS)

III. PEST CONTROL

A. Preventative Measures

Pest prevention measures can be incorporated into existing structures and can reduce the need for pesticide applications. Following are some strategies that staff can use to assist reducing the need for pest control methods. These are general guidelines and should be followed whenever possible.

1. Entryways
 - a. Keep doors shut when not in use.
 - b. Ensure weather stripping on doors is in good repair.
 - c. Caulk and seal openings in walls.
 - d. Keep vegetation trimmed back from entrances.

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 9285 P-1

2. Interior of Facilities
 - a. Keep food and beverages in designated areas; minimal use in classrooms and vehicles.
 - b. Keep indoor plants healthy. When small insect infestations appear, remove manually.
 - c. Keep areas as dry as possible by removing standing water and water damaged or wet materials.
 - d. Store all personal and animal food in tightly sealed containers.
 - e. No furry or feathered creatures unless directly related to curriculum or seeing eye dogs.
 - f. Clean animal cages on a regular basis.
 - g. Keep lockers and desks clean.
 - h. Vacuum carpeted areas frequently and ensure that all areas remain free from dust and debris.

3. Food Preparation and Serving Areas
 - a. Store food in tightly sealed containers made of plastic, glass or metal.
 - b. Remove waste at the end of every day.
 - c. Clean food preparation areas and equipment promptly after use.

4. Restrooms, Locker Rooms and Other "Wet" Areas
 - a. Repair leaks and fix other plumbing problems promptly.
 - b. Clean floor drains, strainers and grates on a routine basis.
 - c. Seal pipe chases.
 - d. Keep areas dry and well ventilated to avoid conditions that allow condensation.
 - e. Store paper products or cardboard boxes away from walls and floors in moist areas.

5. Custodial Rooms, Mechanical Rooms and Boiler Rooms
 - a. Clean mops and mop buckets promptly after use.
 - b. Dry mop buckets and hang mops vertically on racks above the floor drain.
 - c. Clean trash cans regularly.
 - d. Keep areas as clean and dry as possible.

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 9285 P-1

6. Playgrounds, Parking Lots and Dumpsters
 - a. Clean trash containers and gutters on a regular basis.
 - b. Secure lids on all trash containers.
 - c. Remove all food and paper debris from grounds on a regular basis.

7. Lawns, Fields, Ornamental Shrubs and Trees
 - a. If using fertilizer, use the proper type, suitable time and water properly.
 - b. Raise mowing heights for turf to enhance its competition with weeds.
 - c. Water turf during early morning hours.
 - d. Thatch frequently.
 - e. Prune branches to improve plants and prevent access by pests to structures.
 - f. Remove susceptible plants if a plant disease reoccurs and requires too many resources.

B. Inspections, Identification and Monitoring

Custodial staff shall routinely inspect classrooms and potential problem areas for evidence of pest activity. Custodians will notify the director of facilities if they are unable to control the pest activity through pest control measures they have implemented.

C. Action Threshold

An action threshold is the level at which action is initiated. It is determined by deciding, based on the sensitivities of the school occupants, how many pests can be tolerated. The director of facilities sets the action threshold. The presence of some pests does not in itself necessarily require action.

D. Notification

Employees and parents shall receive information annually (or upon enrollment) regarding the district's pest control methods and program in the school newsletters sent home at the beginning of each year (See Attachment 5). It shall include a notice that interested persons can register with the school to receive 48-hour notification of pesticide application. The school will send home notifications to those persons requesting prior notification, or a "blanket letter" to the homes of all enrolled students. Notification shall comply with the guidelines set forth in RCW 17.21.415.

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 9285 P-1

Prenotification requirements do not apply when the application is made when students do not occupy the school for at least 48 hours after the application. Also, prenotification does not apply to any emergency application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects. In the event of an emergency application, notification will occur as soon as possible after the application. Application of antimicrobial pesticides or the placement of insect or rodent baits not accessible to students does not fall under the notification requirements

E. Signage

The district shall post signs in accordance with RCW 17.21.415 to notify students, employees and guests of pesticide application. The signs shall be posted at the location of the application, in the main office and the point of entry to the school grounds 48 hours prior to the application and shall remain in place 24 hours after completion of application. The district is not liable for the removal of signs by unauthorized persons. (See attachments)

F. Licensed Applicators

All pesticide application (insecticides, herbicides, rodenticides and fungicides) made to district sites will be under the direct supervision of a Washington State Department of Agriculture (WSDA) licensed pest control applicator or school employee (maintenance crew or custodian). Unauthorized staff are not permitted to use personal or district-owned pesticide products at any site or facility.

G. Control Methods and Applications

The following criteria shall be used for selecting pest control methods:

1. The least hazardous to human health.
2. The least damaging to the environment.
3. Its effectiveness at controlling the target pest.
4. A minimal negative impact to non-target organisms.
5. The resources available for control.

H. Record Keeping

The facilities department will maintain pesticide application records in accordance with RCW 17.21.100. Pesticide application records, pest monitoring records, Material Safety Data Sheets (MSDS) and pesticide product labels will be on file in the facilities department. MSDS sheets will also be available at each facility and should be requested from the building administrator. A copy of the Pesticide Application Record shall be sent to the facility to which the pesticide was applied.

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 9285 P-1

Commercial applicators shall provide the facilities department with a pesticide product label and MSDS sheet for each product applied prior to application. Should the pesticide be applied in an emergency situation, the product label and MSDS sheet shall be provided as soon as reasonably possible.

I. Pesticide Storage

All pesticides used at any district facility shall be registered with the United States Environmental Protection Agency and the WSDA. Pesticides will be stored in a clearly posted and secure site not accessible to students or other unauthorized personnel.

J. Outside Contractors

All contractors must comply with the district's IPM program.

K. Facility and Landscape Design

All future construction, renovations and landscape modification and design will incorporate pest exclusion, prevention and other established IPM techniques in the planning, design and construction process.

Implemented December 4, 2002