

## **INTEGRATED PEST MANAGEMENT ADMINISTRATIVE REGULATION**

The North Merrick Board of Education recognizes that nothing is of more importance than the safety of the students, staff and residents who utilize the facilities and grounds of the school district. To this end the North Merrick Board of Education authorizes the prudent and limited use of pesticides and insecticides necessary to ensure environmentally safe buildings and grounds.

The following steps are examples of practices that will be followed to reduce exposure to chemicals:

- Observation traps shall be regularly used as necessary in problem areas to monitor the situation.
- Elimination of routine spraying or fogging.
- Selection of the least toxic chemicals for applicators.
- The use of New York State Certified contractors.
- Elimination of fogging and spraying for head lice.
- Implementation of engineering controls to prevent pest from entering the building.
- Removal of spray insecticides/pesticides from the building.

### **I. Notification Procedures**

- A. Residents of the community shall be notified at the beginning of each school year in writing of the district's policy (published in the district calendar):

“The North Merrick U.F.S.D. strives to control problems using Integrated Pest Management (IPM) Techniques. IPM is a process for managing, preventing, and suppressing pests with minimal impact on human health, the environment and non-target organisms. IPM incorporates all reasonable measures by properly identifying, monitoring, and controlling pests through the use of cultural, physical, biological, and chemical control methods. Pesticides must only be used as a last resort, and if pesticides are needed, the least toxic pest specific alternatives

must always be selected. Any student, parent/guardian, or staff member may register to receive written notification 48 hours prior to a regulated pesticide application. Individuals may request that their names be added to the school registry at any time during the school year by contacting the Director of School Facilities at (516)-292-3095.”

If a child enrolls after the beginning of the school year, notification shall be provided within one week of such enrollment.

B. Building occupants shall be notified by the following means:

“Pesticide Application Notice” – This notice shall, along with the Material Safety Data Sheet and Product label, will be posted in the main offices at least 24 hours before any application and remain posted for 48 hours after the application.

“Warning Pesticide Application” This notice shall be posted in the immediate area of the application and shall remain posted for a minimum of 24 hours.

C. A copy of any pesticide application notice will also be posted on the district’s website and shared with the school’s Health and Safety Committee which includes representatives from constituent groups.

D. Within ten days of the end of the school year and within two school days of the end of winter recess and spring recess, the school shall provide written notification to all staff and persons in parental relation listing the date, location and product used, for each application which required prior notification and each emergency application made, at relevant facilities, during the period of time since the previous notice. Such notification shall also include a statement that schools are required to maintain a list of staff and persons in parental relation who wish to receive forty-eight hour prior written notification of pesticide applications and instructions on how to register with the school to be on such list for prior notification; how to obtain further information about the products being applied, including any warnings that appear on the label of the pesticides that are pertinent to the

protection of humans, animals or the environment; and the name of a school representative and contact number for additional information.

## **II. Procedures for the Use of Pesticides/Insecticides**

An IPM pesticide application will be considered only when:

- A. Staff has notified building administrators that they feel a problem exists.
- B. The Director of Facilities has reviewed the problem area and determined remedial action is necessary. In many cases eliminating the source and entrance route may eliminate the problem.
- C. If the need for a New York State Certified Applicator exists, he/she will review the area and recommend appropriate action to the district.
- D. These recommendations will be reviewed by the Director of Facilities and Operations and the School Nurse and shall only take place when they agree no other alternatives are available.
- E. Applications take place during off hours preferably on a Friday evening.
- F. In the event of unusual or emergency conditions it may be necessary to take immediate corrective action to ensure the safety of building occupants.

## **III. Record Keeping**

The Director of Facilities & Operations shall maintain detailed records of any pesticide/insecticide applications. This information shall include location, date, chemical used, applied by, application license number, MSDS and posting notification.

The Material Safety Data Sheet and/or the product label will contain the following:

- The material's physical properties or fast acting health effects that make it dangerous to handle.
- The level of Protective gear recommended.
- The first aid Treatment to be provided if you are exposed to a hazard.
- The pre-planning necessary for handling spills, fires, and day-to-day operations.
- How to respond to an accident.

**IV: I.P.M. Program Overview for North Merrick – (see attached)**

# North Merrick U.F.S. D.

## PESTICIDE APPLICATION NOTICE

This notice is to inform you of a pending pesticide application to a school facility. You may wish to discuss with the designated school representative what precautions are being taken to protect your child from exposure to these pesticides. Further information about the product(s) being applied, including any warnings that appear on the label of the pesticide(s) that are pertinent to the protection of humans, animals or the environment, can be obtained by calling the National Pesticide Telecommunications Network information phone number 1-800-858-7378 or the New York State Department of Health Center for Environmental Health Info line at 1-800-458-1158.

Application # \_\_\_\_\_ Date of Application \_\_\_\_\_

Alternate Date \_\_\_\_\_

School # \_\_\_\_\_ Time of Application \_\_\_\_\_

Location of Application \_\_\_\_\_

Problem Insect or Rodent \_\_\_\_\_

Contractor \_\_\_\_\_

Certified Applicator \_\_\_\_\_

Applicators License # \_\_\_\_\_

License expiration date \_\_\_\_\_

Approval given by \_\_\_\_\_ Title \_\_\_\_\_

M.S. D. S attached Yes \_\_\_\_\_ No \_\_\_\_\_

Product Label attached Yes \_\_\_\_\_ No \_\_\_\_\_

For additional information please contact the office of Facilities and Operations at 516-292-3095.  
Please refer to the above application number.

# North Merrick U.F.S. D.

## WARNING

### PESTICIDE APPLICATION

The following chemical \_\_\_\_\_ was applied in room # \_\_\_\_\_

at the \_\_\_\_\_ school on \_\_\_\_\_

Building

Date

at approximately \_\_\_\_\_ am / pm. It is recommended that

Time

this room not be reoccupied until \_\_\_\_\_ at \_\_\_\_\_ .

Date

Time

Further information is available in the Main Office.

# **Integrated Pest Management**

**I.P.M. PROGRAM**

**FOR**

**NORTH MERRICK U.F.S.D.**



This program is intended to be reviewed and updated as necessary on an annual basis. The North Merrick U.F.S.D would like to extend our appreciation to the following, for their contribution to this program:

Peter LaDuca, Executive Manager, Health & Safety, Nassau County BOCES

Jody Gangloff-Kaufmann, Ph.D. IPM Specialist/Urban Entomologist Cornell University

Peter Scalia, President Parkway Exterminating

Baldwin U.F.S.D

Environmental Protection Agency



## Introduction

This program has been developed to encourage and assist the staff, students, parents, and residents of our community in reviewing and improving the district's pest management practices. It identifies ways to reduce dependence on pesticides in school buildings and grounds and discusses alternative methods for managing pests found in schools. This plan is consistent with the Environmental Protection Agency's recommendations for IPM in schools.

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. It is therefore the policy of this School District to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

## **What is Integrated Pest Management?**

IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices. IPM programs use current, comprehensive information, on the life cycles of pest and their interactions with the environment. This information, in combination with available pest control methods, is used to manage unacceptable levels of pests as well as pest damage, by the most economical means, and with the least possible hazard to people, property, and the environment. IPM programs take advantage of all pest management options possibly including, but not limited to the judicious use of pesticides. Understanding the needs of pests is essential to implementing IPM effectively. Pests seek habitats that provide basic needs such as air, moisture, food, and shelter. Pest populations can be prevented or controlled by creating inhospitable environments, by removing some of the basic elements pests need to survive, or by simply blocking their access into buildings. Pests may also be managed by other methods such as traps, vacuums, or pesticides. An understanding of what pests need in order to survive is essential before action is taken.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous material will be chosen.

It is the policy of this School District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

## **Designating Pest Management Roles**

The concepts and methods of IPM were developed originally in agricultural settings. Later, it was found that IPM had great value in school pest management as well. The interactions of the people involved in a school pest management system are the key to the success or failure of the program. When the respective roles of all the people in the pest management system are identified and agreed upon, and when these people communicate well with each other, effective and less expensive protection of the site and the people can be achieved with fewer risks.

In successful pest management systems, people function effectively as occupants, pest managers, or decision makers, gaining the information needed, giving the information that others need, cooperating with each other and meeting their special responsibilities to achieve the unique pest management objectives of the site. These functions and responsibilities are as follows:

### **Students and Staff – The Occupants**

Occupants are concerned about the safety of the pest control methods used, about their effectiveness, and about the possible adverse effects. School staff, including custodians, teachers, administration as well as students and their parents will receive information addressing these concerns and their roles in the school's pest management system. The most important responsibility of the occupants is sanitation. Much of the prevention and reduction of pest infestation at the school site depends on whether or not students and staff clean up food leftovers, food in cubbies, food in desks, gum residue under desks and tables, paper clutter, disorganized closets, etc. In addition, because people at the school site may observe the presence of pests, they should report any evidence of pest activity to their Principal or Head Custodian. The Principal or Head Custodian must then report the problem to the Director of Facilities and the exterminator. Other actions may be required of students and staff, undertaken by them, depending on their interest in the site and the pest management systems.

### **Director of Facilities Role**

The role of the Director of Facilities is to ensure that the IPM approach is followed throughout the District. Included in this role is:

1. Follow IPM Policy requirements.
2. Update the Policy when necessary.
3. Examine pest information obtained through the IPM methods or Occupant observations.
4. Review the course of action to treat the problem as per the IPM Policy.
5. Update the Superintendent of Schools of problems and progress.
6. Review the policy with the custodial staff and exterminator to ensure they are following the Policy.
7. Provide regular reports to the building principal and school Health and Safety Committee in schools where a pest problem has been identified.

### **Parents' Special Roles**

Parents should learn about IPM practices and follow them at home so that pests are not carried to school in backpacks, lunch boxes, clothing, books, hair, etc. Parents should be aware of the current pest management practices in the schools. The schools will welcome questions by the parents and encourage the parents to seek information. Visible interest and concern on the parents' part is a valuable resource and stimulus for the success and continuation of the IPM program. Parents may express their view to the school Superintendent, School Board, Director of Facilities, Principals, the Parent Teacher Association (PTA) or the Health and Safety Project Save Committee.

### **Applying IPM Strategies**

Pest prevention measures can be incorporated into existing structures. Such preventive measures reduce the need for pesticide application. They can include sanitation and structural repair, employing physical and mechanical controls such as screens, traps, door sweeps, etc. Specific IPM strategies for specific school sites are provided below:

## **IPM Strategies for Indoor Sites**

Typical Pests: Mice, rats, cockroaches, ants, flies, wasps, hornets, yellow jackets, spiders, microorganisms, termites, carpenter ants, etc. Although beneficial as predators, wasps, hornets, yellow jackets, and spiders can be troublesome.

**Entryways** - Doors, windows, holes in exterior walls, openings around pipes, electrical fixtures and ducts.

- Keep doors shut when not in use.
- Install weather stripping on doors.
- Caulk and seal openings in walls.
- Install or repair screens.
- Keep vegetation and shrubs about one foot from structures.

**Classrooms and Offices** – Classrooms, administrative offices, gymnasiums, hallways, nurse’s Offices, etc.

- Allow food and beverages only in designated areas.
- Dispose of remaining food properly.
- Remove as much food from the space daily.
- Seal any remaining food that must be left in the space in air tight containers.
- Keep all indoor plants healthy; remove them from the school if insects or mold are present on the plant or in the soil.
- Keep all areas as dry as possible by removing any standing water or wet materials.
- Store animal food in an air tight container and regularly clean cages.
- Routinely clean desks, closets and cubbies.
- Frequently vacuum carpeted areas.
- If students get head lice, consult with the school nurse, ask their parents to contact a physician. Discourage students from exchanging hats or clothes.

**Food Preparation and Serving Areas** - Cafeteria, kitchen, faculty room and food storage areas.

- Store Food and waste in containers that are inaccessible to pests. Containers must have tight lids and be made of plastic, glass, or metal. Waste should be removed at the end of each day.
- Place screens on vents, windows, and floor drains to prevent pests from using unscreened ducts or vents as pathways.
- Create inhospitable living conditions for pests by reducing availability of food and water – remove food debris, sweep up all crumbs, repair leaking faucets and dry out wet areas.
- Improve cleaning practices, including promptly cleaning food preparations equipment after use and removing grease accumulation from vents, ovens and stoves. Use caulk to seal cracks.
- Capture rodents by using mechanical or glue traps. The traps must be placed in areas inaccessible to children. All traps need to be checked daily and properly disposed of.

**Rooms and Areas with Extensive Plumbing** – Bathroom, rooms with sinks, etc.

- Promptly repair leaks and correct other plumbing problems to deny pest access to water.
- Routinely clean floor drains, strainers, and grates. Seal pipe chases.
- Keep areas dry. Avoid conditions that contribute to condensation.
- Store paper products or cardboard boxes away from moist areas and direct contact with the floor or the walls.

**Maintenance Areas** – Boiler, mechanical room, custodial closet, and pipechases.

- After use, promptly clean mops and mop buckets; dry mops and buckets and hang mops vertically above the drain.
- Eat only in designated areas.
- Clean trash cans regularly, use plastic liners in trash cans, and use secure lids when applicable.
- Keep areas clean and dry as possible.
- Keep areas free of debris and clutter.

## **IPM Strategies for Outdoor Sites**

Typical Pests: Mice, rats and moles. Turf pests – broad-leaf and grassy weeds, insects such as beetle grubs or sod webworms, diseases such as brown patch. Ornamental plant pests, plant diseases, and insects such as thrips, aphids, Japanese beetles and bag worms. New York State Education Law, Section 409-k does not allow pesticide application to playgrounds, turf, athletic or playing fields, except in an emergency.

### **Playgrounds, Parking Lots, Athletic Fields, and Refuse Dumpsters**

- Regularly clean trash containers to remove all wastes, especially food and paper debris.
- Secure lids on trash containers.
- Repair cracks in pavement and sidewalks.
- Provide adequate drainage away from the structure and on the grounds.

### **Turf** – Lawns, athletic fields, and playgrounds.

- Maintain healthy turf by select a mixture of turf types (certified seed, sod, or plugs) best adapted for the area when purchasing seed.
- Raise mowing height for turf to enhance its competition with weeds, sharpen mower blades and vary mowing patterns to help reduce compaction.
- Provide good drainage, and periodically inspect turf for evidence of pests or diseases.
- If irrigation is provided, water turf infrequently but sufficiently during early morning hours to let turf dry out before nightfall; let soil dry slightly between watering.
- Allow grass clippings to remain in the turf or compost with other organic material.

- Use a de-thatcher, if available, to remove thatch. Do this in early fall or early spring when the lawns can recover and when overseeding operations are likely to be more successful.
- If fertilizers are used, time the application appropriately. They cannot be applied between November 15 and April 1.
- Excessive fertilizing can cause other problems such as weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so that microbes from the soil can decompose thatch.

### **Ornamental Shrubs and Trees**

- If fertilizers and nutrients are used, apply to annuals and perennials during active growth and to shrubs and trees during dormant season or early growing season.
- When using a fertilizer, use the correct one at the suitable time, water properly and reduce compaction.
- Prune branches to improve plants and prevent access by pests to structures.
- Correctly identify the pest in question. When in doubt, identify the pest using the Cornell Cooperative Extension. Once identified, recommendations can be made.
- Select replacement plants from among the disease-resistant types.
- Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.

### **Applying Pesticides Judiciously**

The decision to utilize pesticides will be made in accordance with Section II: Procedures for the use of Pesticides. Many different kinds of pesticides are currently available for use against urban and structural pests. An appropriate application uses the least toxic and most effective and efficient technique and material. Due to their potentially toxic nature, these materials must be applied by a New York State Certified Applicator in a manner to ensure maximum efficiency,



with minimal hazard. Pesticides will be applied only when occupants are not present in areas where they may be exposed to materials applied. Although EPA registers pesticides for use in the United States that does not mean it is acceptable to use in a school environment. All pesticide used in the U.S. must be EPA registered, and the registration number must be listed on the label. Read and follow the pesticide label directions, know how to apply and handle these chemicals, and try to minimize the exposure to children, adults, and other non-target species. The following general recommendations should minimize exposure to people and other non-target species when the application of pesticides is being considered:

- Read and follow all label instructions.
- Choose a pesticide that is labeled for the specific site, intended for the pest you are trying to control, and as target specific as possible, rather than a broad spectrum.
- Use a spot-treatment method of application when pesticide treatments are required. Treat only the obviously infested plants in an area. The procedure helps conserve predators and parasites needed to reduce future pest populations and increase the time between pest outbreaks.
- Limit the use of sprays, foggers, or volatile formulations. Instead use bait and crack and crevice applications when possible. Look for crack and crevice label instructions on how to apply the pesticide. These treatments maximize the exposure of the pest to the pesticide while minimizing pesticide exposure for the occupants.
- Place all pesticides either in locations not accessible to children and non-target species or in tamper-resistant bait stations. Outdoors, place bait inside the entrance of an active rodent burrow, and then collapse the burrow entrance over the bait to prevent non-target species access. Securely lock or fasten shut the lids of all bait boxes. Place bait in the baffle-protected feeding chamber of the box. Never place bait in the runway of the box.
  - Apply only when occupants are not present or in areas where they will not be exposed to the material applied. Note any re-entry time limits listed on

the label, and be aware that some residues can remain long after application.

- Use proper protective clothing or equipment when applying pesticides.
- Properly ventilate areas after pesticide application.
- Notify students, staff, and parents of upcoming pesticide application as part of the school pest management policy. Pay particular attention to those individuals that may be at higher risk.
- Keep copies of current pesticide labels, consumer information sheets, and Material Safety Data Sheets (MSDS) easily accessible.

### **Posting and Notification**

When good IPM practices are followed, concerns raised by notification and posting activities may be minimized. Notification will be accomplished by posting notices in the main office(s) as noted and at the place of occurrence, as well as written notice to all residents and staff who register with the Facilities Office as described on page two. Copies of notifications will also be posted on the district's website and shared with the building's Health and Safety Committee which includes representatives from constituent groups.

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