



DIVERSE IN CULTURE;
UNIFIED IN MISSION

Woodburn School District No.103 Integrated Pest Management Plan

Based on the Model Plan by
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I. INTRODUCTION

Structural and landscape pests can pose significant problems in schools. Pests such as mice and cockroaches can trigger asthma. Mice and rats are vectors of disease. Many children are allergic to yellow jacket stings. The pesticides used to remediate these and other pests can also pose health risks to people, animals, and the environment. These same pesticides may pose special health risks to children due in large part to their still-developing organ systems. Because the health and safety of students and staff is our first priority – and a prerequisite to learning – it is the policy of Woodburn School District to approach pest management with the least possible risk to students and staff. In addition, Senate Bill 637 (incorporated into ORS Chapter 634 upon finalization in 2009) requires all school districts to implement integrated pest management in their schools. For this reason, the Woodburn School District School Board adopts this integrated pest management plan for use on the campuses of our district.

II. WHAT IS INTEGRATED PEST MANAGEMENT?

Integrated Pest Management, also known as IPM, is a process for achieving long-term, environmentally sound pest suppression through a wide variety of tactics. Control strategies in an IPM program include structural and procedural improvements to reduce the food, water, shelter, and access used by pests. Since IPM focuses on remediation of the fundamental reasons why pests are here, pesticides are rarely used and only when necessary.

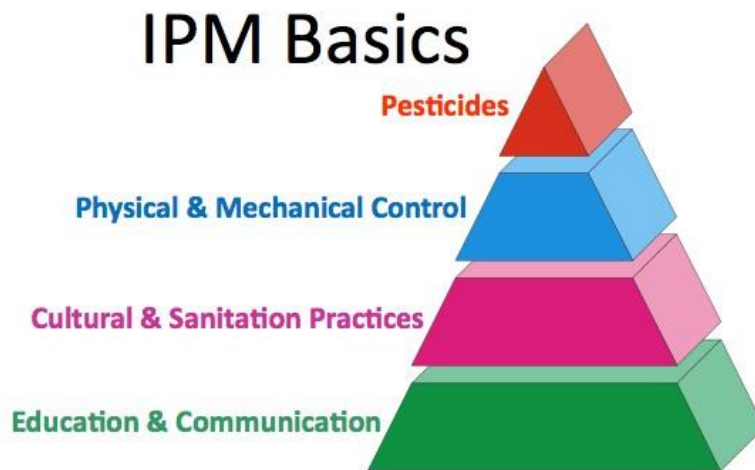
IPM Basics

Education and Communication: The foundation for an effective IPM program is education and communication. We need to know what conditions can cause pest problems, why and how to monitor for pests, proper identification, pest behavior and biology before we can begin to manage pests effectively. Communication about pest issues is essential. *A protocol for reporting pests or pest conducive conditions and a record of what action was taken is the most important part of an effective IPM program.*

Cultural & Sanitation: Knowing how human behavior encourages pests helps you prevent them from becoming a problem. Small changes in cultural or sanitation practices can have significant effects on reducing pest populations. Cleaning under kitchen serving counters, reducing clutter in classrooms, putting dumpsters further from kitchen door/loading dock, proper irrigation scheduling, and over-seeding of turf areas are all examples of cultural and sanitation practices that can be employed to reduce pests.

Physical & Mechanical: Rodent traps, sticky monitoring traps for insects, door sweeps on external doors, sealing holes under sinks, proper drainage and mulching of landscapes, and keeping vegetation at least 24 inches from buildings are all examples of physical and mechanical control.

Pesticides: IPM focuses on remediation of the fundamental reasons why pests are here; pesticides should be rarely used and only when necessary.



III. WHAT IS AN INTEGRATED PEST MANAGEMENT PLAN?

ORS 634.700 defines an IPM plan as a proactive strategy that:

(A) Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

- a) Protect the health and safety of students, staff and faculty;
- b) Protect the integrity of campus buildings and grounds;
- c) Maintain a productive learning environment; and
- d) Protect local ecosystem health;

(B) Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

(C) Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

(D) Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;

(E) Evaluates the need for pest control by identifying acceptable pest population density

levels;

(F) Monitors and evaluates the effectiveness of pest control measures;

(G) Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

(H) Excludes the application of pesticides for purely aesthetic purposes;

(I) Includes school staff education about sanitation, monitoring and inspection and about pest control measures;

(J) Gives preference to the use of nonchemical pest control measures;

(K) Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

(L) Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The above definition is the basis for our school district's IPM plan. This plan fleshes out the required strategy from ORS 634.700 – 634.750 for our school district.

Note: As mentioned above, ORS 634.700 allows for the routine application of pesticides designed to be consumed by pests. To avoid a proliferation of pests and/or unnecessary applications of pesticides, several steps must be taken before **any** "routine" applications are allowed:

- 1) Staff must be educated on sanitation, monitoring, and exclusion as the primary means to control the pest.
- 2) An acceptable pest population density level must be established.
- 3) The use of sanitation, structural remediation or habitat manipulation or of mechanical or biological control methods must be incorporated into the management strategy of the pest.
- 4) Documentation that the above steps were ineffective.
- 5) The pesticide label must be read thoroughly to make sure the pesticide will be used in strict compliance with all label instructions.

IV. SCHOOL DISTRICT IPM PLAN COORDINATOR

ORS 634.720 states that the Coordinator "must be an employee of the governed district, unit, school or entity, unless the governing body delegates pest management duties to

an independent contractor.”

The **Woodburn School District** designates Facilities Supervisor Noel Hygelund as the IPM Plan Coordinator. The Coordinator is key to successful IPM implementation in the Woodburn School District, and is given the authority for overall implementation and evaluation of this plan. The Coordinator is responsible for:

A. Attending not less than six hours of IPM training each year

The training will include a general review of IPM principles and the requirements of ORS 634.700 – 634.750. It will also include hands-on training on updated exclusion practices, monitoring & inspection techniques, and management strategies for common pests.

ORS 634.720 requires IPM plan coordinators to complete six hours of training each year. Contact your property and liability insurance provider, your Education Service District, or the OSU School IPM Program for information on IPM coordinator training courses that cover the above.

B. Conducting outreach to the school community (custodians, maintenance, construction, grounds, faculty, and kitchen staff) about the school’s IPM plan;

The IPM Plan Coordinator (or designee) will provide training as outlined in Section VII below.

C. Overseeing pest prevention efforts;

The Coordinator will work with custodians, teachers, and maintenance to reduce clutter and food in the classrooms, and seal up pest entry points.

D. Assuring that the decision-making process for implementing IPM in the district (section V) is followed;

The Coordinator will continually assess and improve the pest monitoring/reporting/action protocol.

E. Assuring that all notification, posting, and record-keeping requirements in section VI are met when the decision to make a pesticide application is made;

F. Maintaining the approved pesticides list as per section VIII; and

G. Responding to inquiries and complaints about noncompliance with the plan.

Responses to inquiries and complaints will be in writing and kept on record with the Coordinator.

V. IPM DECISION-MAKING PROCESS

A. Responsibilities of School District Employees

1. IPM Plan Coordinator Responsibilities

See Section IV above

2. Custodial Services Responsibilities

Custodial Services staff are responsible for the following:

- 1) Attending annual IPM training provided by the IPM Plan Coordinator (or designee).
- 2) Placing and checking sticky insect monitoring traps in staff lounge, cafeteria, and kitchen as per the IPM Plan Coordinator's instructions.
- 3) Keeping records of pest complaints using pest logs placed in the staff lounge, cafeteria, and kitchen.
- 4) [Assuring floor under serving counters is kept free of food and drink debris.](#)
- 5) Sealing up small cracks or holes when reported by teachers or noticed by custodian when this can be done in a short time. (10-15 minutes).
- 6) Recording his/her pest management actions in the pest logs.
- 7) Reporting pest problems that he/she cannot resolve in less than 15 minutes to the IPM Plan Coordinator.
- 8) Reporting teachers [to the IPM Plan Coordinator](#) who need assistance to reduce clutter and other pest-conducive conditions in their classrooms.
- 9) Reporting pest-conducive conditions to the IPM Plan Coordinator if the custodian cannot fix them in less than 15 minutes.
- 10) Confiscating any unapproved pesticides (such as aerosol spray cans) discovered during inspections or regular duties and delivering them to the IPM Plan Coordinator.
- 11) Following up on issues found in annual inspection report as instructed by the IPM Plan Coordinator (IPM Plan Coordinator will determine which schools receive annual inspections based on pest and pesticide use history).

3. Maintenance/Construction Responsibilities

Staff involved in facilities maintenance and construction is responsible for working with the IPM Plan Coordinator to ensure their daily tasks, projects and operations enhance

effective pest management. This includes:

- 1) Receiving training from the IPM Plan Coordinator (or designee of the Coordinator) on the basic principles of IPM, sealing pest entry points, and sanitation during construction projects.
- 2) Continually monitoring for pest conducive conditions during daily work, and correcting or reporting such conditions in a written format.
- 3) Working with the Coordinator to develop a protocol and priority list with deadlines for correcting pest conducive conditions.
- 4) Developing protocols and provisions for pest avoidance and prevention during construction and renovation projects. The IPM Plan Coordinator has the authority to halt construction projects if these protocols and provisions are not being met.

4. Grounds Department Responsibilities

Grounds crews are responsible for:

- 1) Attending annual IPM training provided by the IPM Plan Coordinator (or designee).
- 2) Keeping vegetation (including tree branches and bushes) at least three feet from building surfaces.
- 3) Proper mulching in landscaped areas to reduce weeds.
- 4) Proper fertilization, over-seeding, mowing height, edging, drainage, aeration, and irrigation scheduling in turf areas to reduce weeds (see OSU turf management publications - available free online at <http://extension.oregonstate.edu/catalog/>).
- 5) When the decision is made to apply a pesticide, following notification, posting, record-keeping and reporting protocols in Section VI.

5. Kitchen Staff Responsibilities

Kitchen staff are responsible for:

- 1) Attending annual IPM training provided by the IPM Plan Coordinator (or designee).
- 2) Assuring floor under serving counters is kept free of food and drink debris.
- 3) Promptly emptying and removing corrugated cardboard materials.

4) Keeping exterior kitchen doors closed.

5) Reporting pest conducive conditions that require maintenance (e.g., leaky faucets, dumpster too near building, build-up of floor grease requiring spray washing, etc.) to proper staff either orally or using pest logs.

3) Participating in any inspections conducted by custodian or IPM Plan Coordinator.

4) Checking sticky trap monitors once per month for cockroaches or drain flies. Immediately reporting these pests and any sightings of rodents or rodent droppings to custodian and marking them in pest log.

6. School Faculty Responsibilities

School faculty are responsible for:

1) Attending annual basic IPM training provided by the IPM Plan Coordinator (or designee).

2) Keeping their classrooms and work areas free of clutter.

3) Making sure students clean up after themselves when food or drink is consumed in the classroom.

4) Reporting pests and pest conducive conditions to the custodian, either orally or via the pest logs.

5) Following first steps of protocol for ant management before notifying the custodian (clean up any food the ants are eating, kill visible ants, wipe down area where ants were with soapy water, notify custodian only if ants continue to be found after following these steps).

7. School Principal Responsibilities

The School Principal is responsible for:

1) Scheduling time for teachers to receive annual training provided by the IPM Plan Coordinator (or designee).

2) Attending annual IPM training for teachers.

3) Assuring that teachers keep their rooms clean and free of clutter in accordance with the IPM Plan Coordinator's instructions.

4) Assuring that all faculty, administrators, staff, adult students and parents receive

the annual notice (provided by the IPM Plan Coordinator) of potential pesticide products that could be used on school property as per Section VI.

5) Working with the IPM Plan Coordinator to make sure all notifications of pesticide applications reach all faculty, administrators, staff, adult students and parents.

[6\) Assuring that all staff fulfill their role as outlined in the district's IPM plan.](#)

8. School Principal Responsibilities

1) All District Staff are responsible for reporting any and all observed acts of non-compliance to the provisions of the Woodburn School Districts IPM Plan to the IPM Plan Coordinator, or their school principal.

B. Monitoring – Reporting – Action Protocol

Monitoring is the most important requirement of ORS 634.700 – 634.750. It is the backbone of the Woodburn School Districts IPM Program. It provides recent and accurate information to make intelligent and effective pest management decisions. It can be defined as the regular and ongoing inspection of areas where pest problems do or might occur. Information gathered from these inspections is always written down.

As much as possible, monitoring should be incorporated into the daily activities of school staff. Staff training on monitoring should include what to look for and how to record and report the information.

1. Three levels of monitoring

There are three levels of monitoring:

- 1) Casual observing/looking with no record keeping is not helpful
- 2) Casual observing/looking with written observations can be useful
- 3) Careful inspections with written observations is always useful

Level 1 monitoring

(All staff) While not as useful as level 2, it is, and should be considered as, a precursor to level 2 monitoring.

Level 2 monitoring

All staff will be trained to improve their “casual observing/looking” to level 2, and to report any pests and pest-conducive conditions they observe. Level 2 monitoring is regularly conducted by school administrators, custodians, maintenance/construction personnel, kitchen staff, school nurses, etc. in conjunction with their daily activities. Custodial, maintenance, and kitchen staff are expected to set and/or check sticky monitoring traps as per the district's IPM plan.

Level 3 monitoring (Coordinator and Custodial staff)

The IPM Plan Coordinator (or designee) and Custodians will periodically conduct monitoring at level 3. Coordinator and Custodial staff will monitor structures:

- Pest conducive conditions inside and outside the building (structural deterioration, holes that allow pests to enter, conditions that provide pest harborage)
- The level of sanitation inside and out (waste disposal procedures, level of cleanliness inside and out, conditions that supply food and water to pests)
- The amount of pest damage and the number and location of pest signs (rodent droppings, termite shelter tubes, cockroaches caught in sticky traps, etc.)
- Human behaviors that affect the pests (working conditions that make it impossible to close doors or screens, food preparation procedures that provide food for pests, etc.)
- Their own management activities (caulking/sealing, cleaning, setting out traps, treating pests, etc.) and their effects on the pest population.

Level 3 monitoring (Grounds staff) Grounds staff will in conjunction with their daily activities continually monitor and inspect Turf and Landscape. This monitoring and inspection will include but not be limited to;

- The overall condition of the plants. (vigor and appearance)
- The amount and type of plant damage.
- Proper drainage.
- Their own management and maintenance activities and their effects on plants and the pest population.
- Type and population or level of pests as well and their natural enemies.
- Human behaviors that affect the plants or pests, and may contribute to pest conducive conditions.
- Weather conditions with notation of conditions that would adversely affect plants or natural pest enemies.
- Soil testing for appropriate mineral and nutrient content at 3 to 4 year intervals.

2. Sticky monitoring traps for insects

Sticky traps are neither a substitute for pesticides nor an alternative for reducing pest populations, but rather a diagnostic tool to aid in identifying a pest's presence, their reproductive stage, the likely direction pests are coming from, and the number of pests.

All staff will be made aware of the traps and their purpose so they don't disturb them. Custodians will be trained in and responsible for their proper placement, checking, and replacement as needed. Kitchen staff will be responsible for checking those in the kitchen area.

After receiving training in the use of pest monitoring sticky traps by the IPM Plan Coordinator (or designee), custodial staff will be responsible for checking traps placed in pre-determined "pest-vulnerable areas" in the staff room, kitchen, and cafeteria (other areas that are often pest-vulnerable are: special education or kindergarten classrooms, home economics/life skills classrooms, concession stands, classrooms with animals/plants, custodial closets/storage) on a monthly basis, and replacing them every four months. If custodial staff cannot interpret what they find in the monitors they will contact the IPM Plan Coordinator for assistance (E-mailing a close-up digital photo of the unfolded sticky trap would help!).

3. Reporting (pests, signs of pests, and conducive conditions)

When staff observe pests or pest, conducive conditions they should jot them down in a Pest Log or report them to the custodian for him/her to write them down.

4. Reporting "Pests of Concern"

"A pest of concern" is a pest determined to be a public health risk or a significant nuisance pest. These include cockroaches, mice & rats, yellow jackets, cornered nutria, raccoons, cats, dogs, opossums, skunks, and bed bugs.

When pests of concern (or their droppings, nests, etc.) are observed, staff should immediately tell the building custodian. The custodian must contact the IPM Plan Coordinator immediately.

5. Action!

a) Structural

Any items (such as sealing up holes) that maintenance/construction staff or custodial staff observe (or see on Pest Logs) that they can resolve in less than 15 minutes should be taken care of and this follow up action should be noted in the Pest Log.

Custodial staff will review Pest Logs daily. Any items he/she cannot resolve in a reasonable period of time should be marked in order of priority and reported to facilities if required.

Pest Logs will be faxed to the IPM Plan Coordinator once per month. The Coordinator will determine further actions to be taken and when.

If the actions needed are not something the Coordinator can accomplish alone or with minimal assistance, the Coordinator will meet with maintenance/construction and/or the Pest Management Professional (PMP) to develop a protocol and priority list with deadlines for sealing holes, installing external door sweeps, and other pest exclusion or pest management needs. The Coordinator will then generate a work order with a proposed deadline for completion based on the severity of the risk or nuisance.

The Coordinator will monitor the completion of the work order. If the work is not completed by the proposed deadline, the Coordinator will write a follow-up e-mail to maintenance/construction and/or the Pest Management Professional (PMP), with a Cc to the governing body. Upon completion of the work, the Coordinator and the school custodian will be notified.

The Coordinator will keep records of time and money spent to manage the pest, including copies of original receipts.

Small Ants:

When staff observe a small number of ants (e.g. under 10 ants) they must:

- (1) Kill the ants with a paper towel or similar
- (2) Remove any food or liquid the ants were eating
- (3) Wipe down the area with soapy water or disinfectant to remove pheromone trails
- (4) Jot down the above in the Pest Log

If the ants come back or there are more than a small number (e.g. under 10 ants) of them:

- (1) Spend two minutes trying to find out where the ants are coming from
- (2) Jot down the above in the Pest Log
- (3) Ask the custodian to come with vacuum and sealant as soon as he/she is able

The custodian will:

- (1) Spend two minutes trying to find out where the ants are coming from
- (2) Vacuum up the ants and any food debris nearby (vacuum up a tablespoon of cornstarch to kill most of the ants in the vacuum bag, then put the vacuum bag inside plastic garbage bag, seal it, and dispose of it properly)
- (3) Seal up the crack or hole where the ants were coming from (do what can be done in less than 15 minutes)
- (4) Wipe down the area with soapy water or disinfectant to remove pheromone trails
- (5) Jot down the above in the Pest Log

To avoid a proliferation of small ants and/or unnecessary applications of pesticides, the routine use of ant baits is **not permitted** without first:

- (1) Educating staff on sanitation, monitoring, and exclusion as the primary means to control the ants.
- (2) Establishing an acceptable pest population density (e.g. 10 ants).
- (3) Improving sanitation (e.g. cleaning up crumbs and other food sources) and structural remediation.

b) Grounds

When pests on the grounds reach the threshold established by the IPM Coordinator, action will be taken as per the matrix in Appendix 1

6. *Acceptable Thresholds (pest population density levels)*

A threshold is the number of pests that can be tolerated before taking action. The acceptable threshold for cockroaches, mice, rats, raccoons, cats, dogs, opossums, skunks, and nutria is 0.

Acceptable thresholds for other pests will be determined by the IPM Plan Coordinator as listed in appendix 1

C. Inspections

1) Routine Inspections

The IPM Plan Coordinator will conduct routine inspections of different schools throughout the year. A schedule of these inspections will be determined by the Coordinator and made available to the scheduled site not less than 1 week in advance. Site custodians are required to accompany the Coordinator during the inspections. The inspections will typically last one to two hours, focus on compliance with this plan and include at a minimum an inspection of the kitchen, staff room, and any other areas of concern. After each routine inspection, the Coordinator will write a brief report on their findings with recommendations. The report will be submitted to the school principal and custodian.

2) Annual Inspections The IPM Plan Coordinator will conduct annual inspections at individual schools. Site custodians are required to assist the Coordinator with the annual inspection. The annual inspections will be more thorough than the routine inspections, and will use the Annual IPM Inspection Form (see Appendix 2) to guide the inspections. The specific schools to be inspected will be determined by the IPM Plan Coordinator and based on a review of the annual number of pest problems and pesticide applications reported in the Annual IPM Report and Annual Report of Pesticide Applications.

D. Pest Emergencies (see also Section VII. B. below) When the IPM Plan Coordinator, after consultation with school faculty and administration, determines that the presence of a pest or pests immediately threatens the health or safety of students, staff, faculty members or members of the public using the campus, or the structural integrity of campus facilities, he or she may declare a pest emergency. Examples include (but are not limited to) yellow jackets or bees swarming in areas frequented by children, a nutria in an area frequented by children, mice or rats observed in occupied areas of a school building.

E. Annual IPM Report (completed by IPM Plan Coordinator)

In January of each year, The School Board and the OSU School IPM Program Coordinator shall receive an annual IPM report. The report will include a summary of data gathered from Pest Logs, as well as costs for PMPs and pesticides (including turf and landscape pesticides). Costs for items such as sealants, fixing screens, door sweeps and other items that would not normally be considered part of pest control will not be recorded. See Appendix 9 for a template for the annual IPM report.

Prevention and management steps taken that proved to be ineffective and led to the decision to make a pesticide application will be copied and pasted or incorporated into the annual report of pesticide applications (see section VII. D)

VI. REQUIRED TRAINING/EDUCATION

ORS 634.700 (3) (i) requires staff education “about sanitation, monitoring and inspection and about pest control measures”. All staff should have at least a general review of IPM principles and strategy as outlined in Sections II and III.

A. IPM Plan Coordinator Training

ORS 634.720 (2) requires that the IPM Plan Coordinator “shall complete not less than six hours of training each year. The training shall include at least a general review of IPM principles and the requirements of ORS 634.700 to 634.750.”

Content should include health and economic issues associated with pests in schools, exclusion practices, pest identification and biology for common pests, common challenges with monitoring-reporting-action protocols, proper use of sticky monitoring traps for insects, and hands-on training on proper inspection techniques.

Contact your Education Service District or the OSU School IPM Program for information on OSU-approved training courses.

B. Training for Custodial Staff

The IPM Plan Coordinator (or a designee of the Coordinator) will train custodial staff at least annually on sanitation, monitoring, inspection, and reporting, and their

responsibilities as outlined in Section V. A.

C. Training for Maintenance and Construction Staff

The IPM Plan Coordinator (or a designee of the Coordinator) will train maintenance staff at least annually on identifying pest conducive conditions and mechanical control methods (such as door sweeps on external doors and sealing holes under sinks), and their responsibilities as outlined in Section V. A.

D. Training for Grounds Staff

The head of grounds staff (or designee) will train grounds staff at least once per year. Each year before the training, the head of grounds staff will meet with the IPM Plan Coordinator to review the annual report of pesticide applications and plan training for all grounds staff. The annual training will review this IPM Plan (especially grounds department responsibilities outlined in Section V.A.) and data from the annual report related to pesticide applications by grounds crew. It will also review the OSU turf management publications available free online at <http://extension.oregonstate.edu/catalog/> and the matrices in Appendix 1-g. Grounds staff will also be trained in basic monitoring for common pests on grounds.

E. Training for Kitchen Staff

The IPM Plan Coordinator (or a designee of the Coordinator) will train kitchen staff at least once per year on the basic principles of IPM and their responsibilities as outlined in Section V. A.

F. Training for Faculty and Principal

The IPM Plan Coordinator (or a designee of the Coordinator) will train faculty and principals at least once per year on the basic principles of IPM and their responsibilities as outlined in Section V. A. These short (15 – 20 minutes) training are arranged by the Coordinator with individual principals when openings in their school Faculty Meeting schedules permit.

G. Other Training

Basic training on the principals of IPM and the main points of this IPM Plan should also be provided to school nurses, administrative staff, superintendents, and students. Coaches who use athletic fields should be given an overview of basic monitoring and IPM practices for turf so they understand key pest problems to look out for and when to report them.

VII. PESTICIDE APPLICATIONS: REQUIRED NOTIFICATION, POSTING, RECORD KEEPING, AND REPORTING

Any pesticide application (this includes weed control products, ant baits, and all professional and over-the-counter products) on school property must be made by a licensed commercial or public pesticide applicator. At the beginning of each school

year, all faculty, administrators, staff, adult students and parents will be given a list of potential pesticide products that could be used in the event that non-chemical pest management measures are ineffective. They will also be informed of the procedures for notification and posting of individual applications, including those for pest emergencies. This information will be provided to all the above via e-mail as well as hard copy to adult students and parents.

A. Notification and Posting for Non-emergencies

When prevention or management of pests through other measures proves to be ineffective, the use of a low-risk pesticide is permissible. *Documentation of these measures is a pre-requisite to the approval of any application of a low-risk pesticide. This documentation will remain on file with the IPM Plan Coordinator and at the office of the head custodian where the application takes place.*

No non-emergency pesticide applications may occur in or around a school until after 3:30 PM on a Friday while school is in session, unless the IPM Plan Coordinator authorizes an exception. If the labeling of a pesticide product specifies a reentry time, a pesticide may not be applied to an area of campus where the school expects students to be present before expiration of that reentry time. If the labeling does not specify a reentry time, a pesticide may not be applied to an area of a campus where the school expects students to be present before expiration of a reentry time that the IPM Plan Coordinator determines to be appropriate based on the times at which students would normally be expected to be in the area, area ventilation and whether the area will be cleaned before students are present.

The IPM Plan Coordinator (or a designee of the Coordinator) will give written notice of a proposed pesticide application via the method most likely to reach the intended recipients) at least 24 hours before the application occurs.

The notice must identify the name, trademark or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of application and the reason for the application.

The IPM Plan Coordinator (or a designee of the Coordinator) shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs.

A warning sign must bear the words "Warning: pesticide-treated area", and give the expected or actual date and time for the application, the expected or actual reentry time, and provide the telephone number of a contact person (the person who is to make the application and/or the IPM Plan Coordinator).

B. Notification and Posting for Emergencies

Important Notes:

- 1) *The IPM Plan Coordinator may not declare the existence of a pest emergency until after consultation with school faculty and administration.*
- 2) *If a pesticide is applied at a campus due to a pest emergency, the Plan Coordinator shall review the IPM plan to determine whether modification of the plan might prevent future pest emergencies.*

The declaration of the existence of a pest emergency is the only time a non low-impact pesticide may be applied.

If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps.

If a pest emergency makes it impracticable to give a pesticide application notice no later than 24 hours before the pesticide application occurs, the IPM Plan Coordinator shall send the notice no later than 24 hours after the application occurs.

The IPM Plan Coordinator or designee shall place notification signs around the area as soon as practicable but no later than at the time the application occurs.

Note: ORS 634.700 also allows the application of a non-low-impact pesticide “by, or at the direction or order of, a public health official”. If this occurs, every effort must be made to comply with notification and posting requirements above.

C. Record Keeping of Pesticide Applications

The IPM Plan Coordinator or designee shall keep a copy of the following pesticide product information on file at the head custodian’s office at the school where the application occurred, and at the office of the IPM Plan Coordinator:

- A copy of the label
- A copy of the MSDS
- The brand name and USEPA registration number of the product
- The approximate amount and concentration of product applied
- The location of the application
- The pest condition that prompted the application
- The type of application and whether the application proved effective
- The pesticide applicator’s license numbers and pesticide trainee or certificate numbers of the person applying the pesticide
- The name(s) of the person(s) applying the pesticide
- The dates on which notices of the application were given
- The dates and times for the placement and removal of warning signs
- Copies of all required notices given, including the dates the IPM Plan Coordinator gave the notices

The above records must be kept on file at the head custodian’s office at the school

where the application occurred, and at the office of the IPM Plan Coordinator, for at least four years following the application date.

D. Annual Report of Pesticide Applications

In January of each year, the Woodburn School District School Board and the OSU School IPM Program Coordinator shall receive an annual report of all pesticide applications made the previous year. The report will contain the following for each application:

- The brand name and USEPA registration number of the product applied
- The approximate amount and concentration of product applied
- The location of the application
- The prevention or management steps taken that proved to be ineffective and led to the decision to make a pesticide application
- The type of application and whether the application proved effective

VII. APPROVED LIST OF LOW-IMPACT PESTICIDES

Note: All pesticides used must be used in strict accordance with label instructions.

According to ORS 634.705 (5), the governing body of a school district shall adopt a list of low-impact pesticides for use with their integrated pest management plan. The governing body may include any product on the list except products that:

- (a) Contain a pesticide product or active ingredient that has the signal words “warning” or “danger” on the label;
- (b) Contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; or
- (c) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

As a part of pesticide registration under the Federal Insecticide Fungicide and Rodenticide Act (FIFRA) and re-registration required by the Food Quality Protection Act (FQPA), EPA Office of Pesticide Programs (OPP) classifies pesticide active ingredients (a.i.) with regards to their potential to cause cancer in humans. Depending on when a pesticide active ingredient was last evaluated the classification system used may differ as described above.

The National Pesticide Information Center (<http://npic.orst.edu/>) can be contacted at 1.800.858.7378 or npic@ace.orst.edu for assistance in determining a pesticide a.i. cancer classification.

The most current list of approved low-impact pesticides is available on our website at

http://www.woodburnsd.org/wp-content/uploads/2017/06/Low_Impact_Pesticide_List.pdf

And is found at the end of this document, Exhibit A

The Woodburn school district will not use pesticides not approved by the University of Oregon IPM Plan Program.

APPENDICES

As Listed in Table of Contents

Woodburn School District Appendix 1A: Small Ants Pest Management for Specific Pests

Most small ants in Oregon are harmless. They do not transmit human disease and are thus call nuisance ants. Pavement and Odorous Ants are the two most common types of ants found in

Oregon schools. Nuisance ants may nest outdoors under objects, in the soil or in wall voids of structures. Pavement ants nest in the soil under concrete walkways or foundations. Ants sometimes enter buildings in search of food or water or during periods of heavy rain. Some sugar-feeding ants may move indoors in winter when their preferred food source (honeydew from aphids) is gone. Ants may also be more noticeable in spring or summer as colonies are dividing and establishing new nests.

Pavement Ant

The pavement ant gets its name from commonly locating its nest in or under cracks in pavement. It also nests under stones and at the edges of pavement. In winter it will nest in buildings in crevices adjacent to a heat source. Pavement ants tend aphids for their honeydew and they feed on seeds and insect remains. Indoors they may feed on sweets and greasy food.

Odorous House Ants

The odorous house ant gets its name from the pungent, rotten-coconut-like odor given off when it is crushed. It nests in a wide variety of places both outdoors and indoors. Odorous house ants tend aphids, as well as scale insects and mealy bugs, for their honeydew which they prefer, but they also feed on other insects. Indoors they may feed on sweets, protein foods and greasy food. When odorous house ants are disturbed or threatened, they can break off from the main colony and form satellite colonies. This is called “budding”. When odorous house ants disperse and form new colonies and nests in this way, one colony of ants can actually have multiple satellite colonies and multiple queens. Disturbances, such as spraying a pesticide on a group of odorous house ants, can actually increase the number of ants because of budding.

When Nuisance Ants Come Inside

Total eradication of nuisance ants indoors is extremely difficult. The district's first response to any trail of ants is to clean surfaces with soapy water or disinfectant. Fortunately, most ants will leave on their own if denied access to food and water. Additional control measures are warranted if ants are entering a school in large enough numbers to cause a disruption in the learning environment. The district will use mechanical methods (such as crack sealing) first for control of the ants. Low-impact pesticide bait will only be used as a last resort.

If nuisance ants become a disruption at a school, staff should take the following steps:

- ☐ If the staff can do this process quickly, they should do it of their own accord and report the sighting and action taken. Otherwise, staff should ask the custodian to vacuum any food crumbs, clean up any garbage or spills, and use soap and water to clean areas where ant trails are seen. This can prevent other ants from following the pheromone trails they leave to mark the way to food.
- ☐ Make certain any other food or water sources are removed, placed in tightly sealed containers, cleaned or repaired. Food and water sources can include human or pet food, recycling bins, leaking faucets, clogged drains, damp wood, etc. For repairs, either ask the custodian to make repairs or submit a work request for the repairs.
- ☐ If staff finds a place where an ant trail enters the room or building, they should mark it for later sealing by the custodian or the maintenance personnel. A temporary "seal" can be made from duct tape, if desired.
- ☐ Besides sealing up holes and cracks where the ants are coming from, holes and cracks should be repaired in baseboards and cupboards, as well as around electrical outlets, pipes, sinks and toilets.

To avoid a proliferation of small ants and/or unnecessary applications of pesticides, the routine use of ant baits is not permitted without first:

When to Use Ant Baits

1. Educating staff on sanitation, monitoring and exclusion as the primary means to control the ants;
2. Establishing an acceptable pest population density (e.g. 10 ants);
3. And improving sanitation (e.g. cleaning up crumbs and other food sources) and structural remediation (sealing cracks or holes).

If the use of low-impact pesticide baits are deemed necessary, they will be placed in childproof containers and used only in areas that are out of sight and reach of children/students. Small amounts of low-impact pesticide gels or pastes may also be placed in cracks and crevices or low-impact pesticide dusts may be sprayed into wall voids.

Sanitation is important to ensure the effectiveness of any baits that are used. Ants are less likely to take a bait if there are more attractive food and water sources nearby.

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Appendix 1B: Carpenter Ants Pest Management for Specific Pests

Carpenter ants are serious pests of buildings in Oregon, particularly west of the Cascade Mountains. Although they normally excavate in logs, stumps and hollow trees, these ants become pests when they move indoors.

Unlike termites, carpenter ants do not eat wood. They kick out the sawdust-like chewing's during nest building. Termites do not make sawdust. Carpenter ants do not restrict their nesting activities to wood. They can establish nests in any material they can bite into such as insulation, paper, bark and wood product mulches. Nests have even been found in stored clothing and sleeping bags. In some instances, carpenter ants will carry nest-building material, such as fir needles, into a wall space or attic.

Signs of Infestation

- ☐ Ants foraging around or inside a building
- ☐ Piles of sawdust-like borings visible under porches, in basements or emerging cracks between walls and partitions
- ☐ Slit-like holes in woodwork, especially window and door casings
- ☐ Large winged ants indoors in late winter and spring
- ☐ Faint rustling sounds in walls, floors or woodwork
- ☐ Longstanding damage may require extensive repairs, although all that may be needed is to get rid of the insects
- ☐ New colonies are established either by a lone queen or by migration of an existing colony.

The latter is common in buildings. Colonies disturbed by the clearing or grading of building sites often migrate. Buildings near woods are most likely to be infested.

- ☐ They prefer moist, rotting timbers, but will readily mine sound, dry wood.
- ☐ They can enter a building through a crevice in the foundation or through plumbing and wiring access points. They may also travel into the structure from trees overhanging the roof.

How to Recognize Them

- ☐ They are large black or red-and-black ants.
- ☐ The size varies from ¼ to ½ inch in the worker ants to larger queens of a ¾ inch.
- ☐ They have a constriction between their thorax and abdomen (waist). If winged, there are two pairs of membranous wings that extend beyond the tip of the abdomen. The front wings are much larger than the rear wings.
- ☐ Their legs originate at their waist and their antennae are angled.
- ☐ They are frequently confused with damp wood termites. Both insects live in colonies and mine wood. They are controlled in different ways and it is important to distinguish between them.
- ☐ Termite workers are yellowish to grayish white, up to ¾ inch long, short-legged and rather slow moving insects that spend their lives hidden from view, unless their mines are exposed.

Reproductive termites are brown, thick-waisted and have long wings approximately equal in length. The antennae of termites are short and straight. Termites fly during warm, humid evenings in the fall.

Ant Control

If you locate a nest, it can be removed with a vacuum cleaner and then disposing of the bag outdoors.

Nests cannot always be found and, in this case, the control would need to be indirect by carefully placing insecticides to form chemical barriers that foraging ants must cross in their search for food. The ant then contaminates its body with the insecticide and carries it back to the nest where other ants are poisoned. Slow-acting, persistent insecticides are best for this approach. Insecticidal dusts often are used between walls, attics and other areas where water-based sprays might cause moisture problems and where emulsifiable sprays (with strong solvents) might harm fabric, wallpaper or tile.

Infestation Prevention

- ☐ Build with a concrete foundation and good ventilation
- ☐ Remove logs, stumps and waste wood near and under a structure
- ☐ Destroy all known colonies within a 100 yards of a structure
- ☐ Do not bring infested fuel wood inside
- ☐ Do not build over stumps, logs or sizeable pieces of wood
- ☐ Check for signs of ants annually

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Appendix 1C: House Mouse

Pest Management for Specific Species

Identification and Detection

The house mouse has a light-colored belly and the rest of its fur color is variable.

Individuals may be light brown, gray or even black. It has a body length of 2 ½ to 3 ½ inches and an additional length of tail from 2 ½ to 4 inches long.

The house mouse is active at night and rarely seen during the day. The presence of a mouse is usually detected by chewed materials or more often by its fecal droppings.

House mouse droppings are black and tapered on at least one end and are slightly larger than a grain of rice. Mouse droppings are often seen on windowsills, in cupboards under sinks and where food is commonly eaten, stored or prepared. Mouse droppings and urine, which are continually excreted as they move about, are able to transmit several types of viruses, bacteria and parasites to humans even long after the mouse is gone. They can also trigger asthma in indoor environments.

The house mouse is the most successful rodent pest in school environments. Not only does the house mouse cause damage to structures and supplies with its chewing, it contaminates food stores and classroom supplies.

Classified as Zero-Tolerance

The house mouse is generally regarded as a zero-tolerance pest in schools for the following reasons:

- ☐ They reproduce rapidly. Each female mouse averages five offspring per litter and may have as many as ten litters per year. As little as eight weeks are needed for a house mouse to develop into a reproductive adult. Even with conservative calculations, that is a lot of mice!
- ☐ They are very mobile and can enter structures or move among rooms through spaces as small as a dime. They may use trees and wires to gain access to a structure's upper

levels and once inside they often use wall voids and pipe pathways as a safe means of travel.

- They are not picky eaters. Coupled with a strong sense of smell, a house mouse can sniff out dried foods used for classroom art projects or long-forgotten crumbs in corners. The house mouse often chews through boxes and plastic bags to eat the snacks inside a teacher's desk or classroom cupboard. They may eat items we do not consider food, such as glue and soap.

- They can vector bacteria and viruses in their droppings. Humans may become infected when droppings come in contact with an open wound or when pathogens are breathed in from disturbed droppings.

- For a small infestation, custodian or maintenance personnel are to set mechanical mouse traps immediately upon pest detection. The devices are to be placed in concealed areas out of reach of children. The traps are to be monitored daily.

- For large infestations, professional services are to be implemented with an outside contractor by the IPM Plan Coordinator.

Rural school districts often have encounters with deer mice. While deer mice may occasionally be found indoors and are of a similar size to the house mouse, deer mice do not usually establish themselves inside school structures like the house mouse.

Prevention and Management of Infestations

Teaching, administrative and kitchen staff play a critical role in helping to prevent house mouse infestations and in helping custodial and maintenance personnel address an infestation. Mice, along with other pests, are drawn by the availability of food, water or shelter. Denying them these things helps prevent or manage infestations.

- Report mouse droppings to the custodian so that they can be cleaned up immediately and the area can be properly monitored for further house mouse activity.

- Limit classroom and office food to a specific area that is cleaned daily.

- Store food in hard plastic or glass containers with a tight-fitting lid. This includes desk and cupboard snacks as well as kitchen food items that are not canned. For kitchens, these items may alternatively be stored in a refrigerator or walk-in cooler.

- Clean up after meal times. Pay attention to wall bases, corners and other undisturbed areas where food accumulates. In kitchens and pantries, sweep and mop underneath equipment daily.

- De-clutter classrooms and offices. Consider recycling or discarding items that have not been used in three or more years. Install wire shelving to keep stored items off of the floor so they cannot provide shelter or a source of food to mice.

- Replace corrugated cardboard with clear plastic bins. Mice will nest in cardboard boxes or may chew the material to create a nest elsewhere.

- Remove stuffed fabric-covered furniture such as sofas and overstuffed chairs. Mice often nest in the furniture materials or forage for food underneath cushions.

- Report problems such as gaps below exterior doors, around pipes or windows, and leaky pipes/faucets.

Cleaning Up After Mouse Droppings

Mouse droppings, whether fresh or old, may transmit viruses and bacteria. If cleaning mouse droppings is among your job duties, there are some important measures to keep in mind.

- ☐ Mouse droppings should not be swept or vacuumed. Doing so can allow viruses and bacteria to become airborne and inhaled.
- ☐ Wear rubber or plastic gloves.
- ☐ Wet the area with mouse droppings using a disinfectant. Disinfectants are effective against both bacteria and viruses if allowed to stand for 10 minutes.
- ☐ Using a wet cloth or paper towel, wipe up the droppings and dispose of the droppings and paper towels in a trash bag. Throw the trash bag out immediately.
- ☐ If using a washable cloth and reusable gloves, they are to be cleaned in hot soapy water.
- ☐ For an area with a large amount of rodent droppings, wear a face mask with a HEPA filter.

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Appendix 1D: Yellow Jackets & Paper Wasps Pest Management for Specific Species

Description

Yellow jackets are heavy-bodied wasps with black and yellow or white markings. They live in gray, papery nests, located either below ground or suspended above the ground. “Worker” yellow jackets hunt for insects or feed on carrion or rotting fruit. Workers are attracted to any meat-based or sugary item. Food is carried back to the nest where it is fed to nest-mates. Stings usually occur through accidental contact with the nest entrance. Workers vigorously defend the nest and queen against intruders. A queen is the epicenter of each yellow jacket nest. Her sole responsibility is to lay eggs. She begins a nest in the spring by laying a few eggs and raising these workers to adults. At this point, the queen may no longer leave the nest to hunt. Workers provision, expand and defend the nest. As spring and summer pass, the nest grows as new workers are reared and assume their role. By the end of the summer, nests may contain hundreds or even thousands of workers. By August or September, these venomous social insects are the most troublesome and dangerous. In the fall, yellow jacket nests have also produced a crop of queens and males. By the first frost, most workers and queens leave the nest to find a protected spot to spend the winter. They reemerge in spring to begin the cycle all over again. Only new queens survive the winter and these queens almost never reuse the previous year’s nest the following spring.

Control of the Nuisance Nest

It might occasionally be necessary to destroy a yellow jacket nest because it is near human activity.

Safe and effective tips:

- ☐ Treat the nest at night or first thing in the morning when it is cold because the workers are inside the nest and relatively calm.
- ☐ Use one of the aerosols that propel a stream of insecticide “up to 20 feet” so that you can stand off at a safe distance and treat directly into the nest opening.

- ❑ Do not pour petroleum products into ground nests. This is dangerous, environmentally harmful and illegal.
- ❑ Use a pesticide specifically made for yellow jacket control only. Be sure to read and follow the pesticide product label. The label is the final word on what does or does not constitute a legal and safe application.
- ❑ Never attempt to remove or destroy honeybee hives.

Poison Baits

Finding below-ground nests is difficult, so pest control professionals may resort to use of poisoned baits to achieve area-wide control. Poison baits can be extremely hazardous but are effective for severe yellow jacket infestations. Baits work by luring the worker yellow jackets to carry a bit of poisoned food back to the nest, thereby getting the poison to those in the nest. These baits contain an encapsulated insecticide. The instructions accompanying the insecticide describe how to use it and must be followed exactly. Bait stations must be protected so that other animals cannot get to the poisoned bait. Poisoned baits should only be used after about July 15 when nests have begun to expand rapidly. Prior to this date you may be disrupting beneficial species.

Trapping

Non-toxic yellow jacket traps are available in yard and garden stores. The most effective traps use a synthetic attractant to lure worker yellow jackets into a trap. Fruit juice or various meats can be used as attractants as well. Traps may provide some temporary relief by drawing workers away from people, but they are not effective for area-wide nest control.

Reactions to Stings

Some people are allergic to the venom of yellow jackets and others are allergic to bee stings. Both reactions can be life-threatening to some people. Bee stings can occur anytime bees are out of their hives, but are far less common than yellow jacket stings. Yellow jackets are more likely to sting without provocation, their sting is more painful and normally no stinger remains in the skin. A single yellow jacket may sting more than once. Honeybees are much less likely to sting and their sting is not so painful. The honeybee leaves behind its stinger and a single honeybee can only sting once. The stinger should never be squeezed when removing, but rather scraped away with a fingernail.

Other Wasps

Other wasps include the mud dauber (nests made from wet soil) and paper wasps (nest are small and open). Both are less aggressive and normally will not sting or swarm when away from their nest.

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Appendix 1E: Ground Pests - Weeds Pest Management for Specific Species Irrigated Fields - Weed Control

This matrix is to be used in conjunction with the Woodburn School District IPM Plan. The matrix is used to identify a pest problem or issue and defines approved practices for management control. The IPM Plan Coordinator must approve any additional strategies before they can be implemented. Site personnel must always consult the district's IPM Plan Coordinator prior to taking action against pests on district property.

Matrix of Hierarchical Steps to Managing Weeds

Threshold Codes

P(Presence) C(Complaint) W(Work Order) I(Inspection) S(Safety) V(Vitality/Vigor)

IPM Response Codes

PV(Prevention) E(Exclusion) SM(Structural Modification) T(Tolerance)

LEVEL 1: This is the preferred first action. It is approved for school supervised volunteers or district staff.

Action Threshold Performed

By Staff

Performed

By

Volunteer

IPM

Response

Code

Comment

Site Inspection

Inspect & Adjust Irrigation

Hand Cultivating

Increased Mowing

Over-Seeding

Top Dressing

Irrigation Repair

Aeration

Field Renovation

Compost

Organic Fertilizer

Other _____

LEVEL 2: This is the preferred second action. This action is approved for the licensed applicator whether they are

District staff or a contractor.

Action Threshold Performed

By Staff

Performed

By

Contractor

IPM

Response

Code

Comment

Broadleaf Spraying

Fertilizing Spraying

LEVEL 3: This is the preferred last action. Action requires additional approval of the school district before a licensed

Applicator, district staff or contractor, can perform an action at this level.

No currently approved treatment.

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Appendix 2

Pests & Pest-Conducive Conditions Inspection Checklist Form

SCHOOL / SITE:

INSPECTED BY: Jeff Curry, IPM Plan Coordinator

DATE:

INSPECTED BY: _____, Custodian

ENTRYWAYS TYPE YES NO NOT

SURE N/A

Doors are closed when not in use

Doors shut tightly and close on their own

Door sweeps installed and no 1/4" gap

Cracks and crevices around door are sealed

Other:

Other:

Signs of Pests Present

NOTES:

OUTSIDE AREAS TYPE YES NO NOT

SURE N/A

Area free from trash & other attractants

All trash cans have secure lids

Trash cans are cleaned regularly

Site has good drainage & no standing water

Bushes, shrubs, trees 24" from building

Tree branches not overhanging roof

Dumpsters located away from building

Dumpsters clean

No gaps between windows and frame

Eaves & roofs free from birds, wasps, etc.

Play structures free from wasp harborage

Other:

Other:

Signs of Pests Present

NOTES:

KITCHEN & FOOD PREPARATION AREA TYPE YES NO NOT

SURE N/A

Free of unauthorized pesticides

Trash emptied daily

Door sweeps installed w/ no 1/4" gap

Floor clean at every corner & no pest signs

Area free of standing water

Floor drains and floor sinks are clean

All faucets close properly, no leaks or drips

Clean under stoves, sinks and dishwasher

No open holes or other access to outside

Wall & floor cracks are sealed properly

Operable windows have screens

Vents are free of grease

Storage is kept off of floor on wire rack shelf

Food stored in sealed containers

Corrugated cardboard boxes present

Long term items stored in cardboard boxes

Dated pest monitors (sticky traps) present

Breaker boxes free of pest evidence

Other:

Other:

Signs of Pests Present

NOTES:

CUSTODIAL OFFICE & CLOSETS TYPE YES NO NOT SURE N/A

Area is free of unauthorized pesticides

Mops are clean & hanging when not in use

Closets are free of trash and food

Closets are organized and clean

Trash cans / carts are clean & emptied daily

Break area is clean & free of food & trash

Break area free of fabric couches & chairs

Storage areas free of cardboard boxes

Pest log present

IPM records on file & available

Other:

Other:

Signs of Pests Present

NOTES:

BOILER & MECHANICAL ROOMS TYPE YES NO NOT SURE N/A

Area is free of unauthorized pesticides

Room is free of standing water

Room is cleaned regularly

Room is free of trash and food

Room is free of storage & cardboard boxes

Floor drains are clean

Plumbing is free of leaks & condensation

Floor & wall cracks are properly sealed

Outside air intakes are properly screened

Outside air intakes are free of debris

Other:

Other:

Signs of Pests Present

NOTES:

STAFF LOUNGE TYPE YES NO NOT SURE N/A

Room is free of fabric couches & chairs

Area clean behind & under microwave

Area clean behind & under vending machine

Area clean behind & under refrigerator

Counters clean & free of open food, crumbs

Floor at every corner clean & no pest signs

Area under sink is clean

Cupboards are clean & food in containers

Area free of unauthorized pesticides

Dated pest monitors (sticky traps) present

Other:

Other:

Signs of Pests Present

NOTES:

CLASSROOM or OFFICE TYPE YES NO NOT SURE N/A

Area free of unauthorized pesticides

Room free of clutter

Indoor plants healthy & free of pests

Desks/closets/cubbies clean & free of food

Food is stored in sealed plastic containers

Animal/bird cages clean in & around area

Pet food stored in sealed plastic containers

Sinks free of dripping or standing water

Gaps/holes under sinks/counters are sealed

Holes & gaps to the outside are sealed

Outside windows/doors close tightly/no gaps

Window screens (if any) in good repair

Long-term storage in cardboard boxes

Other:

Other:

Signs of Pests Present

NOTES:

CLASSROOM or OFFICE TYPE YES NO NOT SURE N/A

Area free of unauthorized pesticides

Room free of clutter

Indoor plants healthy & free of pests

Desks/closets/cubbies clean & free of food

Food is stored in sealed plastic containers

Animal/bird cages clean in & around area

Pet food stored in sealed plastic containers

Sinks free of dripping or standing water

Gaps/holes under sinks/counters are sealed

Holes & gaps to the outside are sealed

Outside windows/doors close tightly/no gaps

Window screens (if any) in good repair

Long-term storage in cardboard boxes

Other:

Other:

Signs of Pests Present

NOTES:

OTHER ROOM TYPE YES NO NOT SURE N/A

Area free of unauthorized pesticides

Room free of clutter

Room is free of trash and open food/crumbs

Food is stored in sealed plastic containers

Room free of dripping or standing water

Floor & wall cracks are properly sealed

Outside windows/doors close tightly/no gaps

Window screens (if any) in good repair

Long-term storage in cardboard boxes

Other:

Other:

Signs of Pests Present

NOTES:

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Appendix 3

Pest Log Form – Observations and Actions

SITE NAME _____

REPORT OF OBSERVATIONS

CORRECTIVE MEASURES

Date Name Specific Location Pest/Problem Action Taken
& By Whom Cost Date

Woodburn School District IPM

Appendix 4

Employee Training Outlines

A. Pests and Pesticide Concerns

1. Public health risks

2. Pesticide risks

B. Introduction to Integrated Pest Management (IPM)

1. IPM is

2. IPM involves

C. Benefits of IPM

1. More effective, efficient and long-lasting solution to specific pest issues

2. Reduced pesticide use

3. Improved children's health

4. Improved working environment

5. Long-term cost savings for school district

D. Requirements of ORS 634.700 – 634.750

1. Redmond School District's Integrated Management Plan (IPM)

2. District's IPM Plan Coordinator role

3. Certified/licensed pesticide applicators

4. Pesticide use only after all other control measures have been implemented

5. Pest logs and work ticket requests for pest control

6. State approved list of low-impact pesticides

7. Pesticide application notifications and postings

8. Annual IPM report

E. Understanding Pest Basics

1. Food

2. Water

3. Shelter

F. Role of Staff

1. Awareness of pest conducive conditions in schools and the school grounds

2. Reduction of pest conducive conditions
3. Monitoring and communication (*pest logs and work tickets*)
4. Sanitation
5. Cultural changes
6. Education and annual employee training
7. Appropriate response action for employee target groups a.
 - i. Responsible for keeping classrooms and staff lounges free of open food and clutter, including no excess paper and cardboard (stacked or otherwise)

General Faculty

 - ii. Responsible for not storing food in any container other than a plastic Rubbermaid like one with a snap-sealed lid
 - iii. Responsible for initial cleanup of 10 or less ants, disposal of attracting food debris and wiping area where ants were found to destroy their pheromone trail
 - iv. Responsible for reporting observations and actions to the custodian; responsible for monitoring for repeat problem
 - v. Responsible for reporting maintenance needs

b.

 - i. Responsible for keeping kitchen, pantry and serving areas free of food and debris

Kitchen Staff

 - ii. Responsible for removing flattened cardboard containers to designated recycle bins
 - iii. Responsible for initial cleanup of 10 or less ants, disposal of attracting food debris and wiping area where ants were found to destroy their pheromone trail
 - iv. Responsible for reporting observations and actions to the custodian; responsible for monitoring for repeat problem
 - v. Responsible for monitoring sticky traps placed in working area
 - vi. Responsible for reporting maintenance needs

c.

 - i. Responsible for the removal of trash and recycle material on a regular routine basis

Custodial Staff

 - ii. Responsible for keeping dumpster area tidy and free of food waste on the ground
 - iii. Responsible for not storing food in any container other than a plastic Rubber maid like one with a snap-sealed lid
 - iv. Responsible for initial cleanup of 10 or less ants, disposal of attracting food debris and wiping area where ants were found to destroy their pheromone trail
 - v. Responsible for minor cleanup and sealing of cracks/crevices that require 15 minutes or less of work
 - vi. Responsible for reporting a need for maintenance repairs and preventative maintenance requiring 15 minutes or more of work
 - vi. The head custodian is responsible for maintaining a pest log in the custodial office
 - vii. Responsible for setting, monitoring and reporting mouse traps and sticky traps

d.

 - i. Responsible for monitoring and remediation of pest conducive conditions

Maintenance Staff

 - ii. Responsible for building repairs to prevent the harborage and entrance of pest

- iii. Responsible for repairing building damages caused by pests
- iv. Assists the IPM Plan Coordinator to develop protocols and provisions for pest avoidance and prevention during construction and renovation projects
- e.
 - i. Responsible for reviewing the OSU turf management publications
- Grounds Staff
 - ii. Responsible for mulching landscaped areas and aeration of turf.
 - iii. Responsible for an adequate irrigation schedule that does not stress shrubs and turf by under or over watering
 - iv. Responsible for an irrigation schedule that prevents erosion and “ponding” of water
 - v. Responsible for the pest control of gophers, moles and voles
 - vi. Responsible for keeping vegetation 24 inches from buildings
 - vii. Responsible for checking the health of shrubs and trees and keeping them trimmed
- G. Communication & Resource Information
 - 1. MSDS binders
 - 2. Email notices
 - 3. Facilities Department website
 - 4. Contact phone numbers
 - 5. OSU Extension Service

Woodburn School District IPM

Appendix 5

State Approved List of Low-Impact Pesticides

In accordance with ORS 634.700 – 634.750, the products listed below are classified as low-impact pesticides. Section ORS 634.705, Section (5) states:

A governing body (school district) shall adopt a list of low-impact pesticides for use with the integrated pest management plan. The governing body may include any product on the list except products that:

- (a) Contain a pesticide product or active ingredient that has the signal words “warning” or “danger” on the label;
- (b) Contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; or
- (c) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

No products on the list below have a carcinogen classification under the 1986 Guideline of “human carcinogen” or “probable human carcinogen”. No products on the list have a carcinogenic classification of “carcinogenic to humans” under the 2003 draft guidelines. All products on the list have the signal word of “caution” and no higher.

List of “low-impact pesticides” that meet the requirements of ORS 634.700 – 634.750:
Product Name Formulation EPA Registration # Active Ingredient

Advion Ant Gel Bait Gel 352-746 Indoxacarb
 Advion Cockroach Gel Bait Bait Gel 352-652 Indoxacarb
 Agristar Liquid 42750-60 Glyphosate, isopropylamine salt
 Aquamaster Liquid 524-342 (-ZF) Glyphosate, isopropylamine salt
 Bee Bopper II, ARI
 Wasp and Hornet Killer
 Pressurized
 Liquid
 7754-44 Tetremethrin
 d-Phenothrin
 Borid Granular 9444-129 Orthoboric Acid, Boric Acid
 Casoron 4G Granular 400-168 Dichlobenil
 Crossbow Emulsifiable
 Concentrate
 62719-260-5905 2,4-D, butoxyethyl ester
 Triclopyr, butoxyethyl ester
 K-Orthrine Dust Dust 432-772 Deltamethrin
 Delta Dust Dust 28293-322 Deltamethrin
 Demand G Insecticide Granular 100-1240 Lambda-cyhalothrin
 The Andersons 0.25%
 Granualr Dithiopyr Herbicide
 Granular 9198-213 Dithiopyr
 EcoEXEMPT G
 Granular Insecticide
 Granular Exempt Eugenol (clove oil)
 Thyme Oil
 EcoEXEMPT IC-2
 Insecticide Concentrate
 Concentrate Exempt Rosemary Oil
 EcoPCO WP-X
 Wettable Powder Insecticide
 Wettable
 Powder
 67425-25655 Pyrethrins
 2-Phenyethyl propionate
 Oil of Thyme
 Envoy Plus Emulsifiable
 Concentrate
 59639-132 Clethodim
Product Name Formulation EPA Registration # Active Ingredient
 Generation Mini Blocks Pellets/Tablets 7173-218 Difethialone
 Glyphogan
 Herbicide Plus
 Liquid 66222-176 Glyphosate, isopropylamine salt
 Gly Star Plus Liquid 42750-61-72693 Glyphosate, isopropylamine salt
 Gourmet Liquid Ant Bait Impregnated
 Materials
 73766-2 Disodium Octaborate Tetrahydrate
 Grant's Ant Control A
 Bait Station
 Impregnated
 Materials
 1663-33 Hydramethylnon

Hi-Yield Super Concentrate
 Kill-Zall II
 Soluble
 Concentrate
 42750-61-7401 Glyphosate isopropylamine salt
 InTice Thiquid Ant Bait Soluble
 Concentrate
 73079-7 Sodium Tetraborate Decahydrate
 Landmaster BW Soluble
 Concentrate
 42750-62 2,4-D, isopropylamine salt
 Glyphosate, isopropylamine salt
 Maxforce Ant Bait Gel Bait Gel 432-1264 Fipronil
 Maxforce FC
 Professional Insect
 Control Roach Killer Bait Gel
 Bait Gel 432-1259 Fipronil
 Maxforce Professional insect
 Control Roach Killer Bait Gel
 Bait Gel 432-1254 Hydramethylnon
 Milestone VM Plus Emulsifiable
 Concentrate
 62719-572 Aminopyralid, trisopropanolamine
 salt, Triclopyr, triethylamine salt
 MotherEarth D Pest
 Control Dust
 Dust 499-509 Diatomaceous Earth (amorphous
 silica)
 MotherEarth Granular Scatter
 Bait
 Granular 499-515 Boric Acid
 MotherEarth Wasp & Hornet Pressurized
 Liquid
 499-519 d-Limonene
 Optigard Ant Gel Bait Ready-to-Use
 Solution
 100-1260 Thiamethaxom
 Orange Guard Ready-to-Use
 Solution
 61887-1-AA d-Limonene
 Patrol Insecticide Emulsifiable
 Concentrate
 100-1066 Lambda-cyhalothrin
 Phantom Termiticide-
 Insecticide
 Emulsifiable
 Concentrate
 241-392 Chlorfenapyr
 QuickSilver Herbicide Emulsifiable
 Concentrate
 279-3301 Carfentrazone-ethyl
 Raid Wasp and Hornet Spray Pressurized
 Liquid

4822-553 Cypermethrin Pralletrine
 Rescue W H Y Spray for
 Wasp, Hornet & Yellowjacket
 Nests
 Pressurized
 Liquid
 Exempt Lemongrass Oil,
 Clove Oil (Eugenol), Rosemary Oil,
 Geranium Oil
 Rodeo Soluble
 Concentrate
 62719-324 Glyphosate, isopropylamine salt
 RoundUp Pro Concentrate Liquid 524-529 Glyphosate, isopropylamine salt
 RoundUp Pro Max Soluble
 Concentrate
 524-579 Glyphosate, potassium salt
 Safari 20 SG Insecticide Emulsifiable
 Concentrate
 33657-16-59639 Dinotefuran
 Safer Brand Wasp and Hornet
 Killer
 Liquid Aerosol 36488-47 d-Limonene. Pyrethrins.
 Potassium Salts of Fatty acids,
 Indian Palmarosa Oil
 Snapshot 2.5 TG Granular 62719-175 Trifluralin Isoxaben
Product Name Formulation EPA Registration # Active Ingredient
 Talstar P Professional
 Insecticide
 Emulsifiable
 Concentrate
 279-3206 Bifenthrin
 Temprid SC Insecticide Soluble
 Concentrate
 432-1483 Imidacloprid
 beta-Cyfluthrin
 Termidor SC Soluble
 Concentrate
 7969-210 Fipronil
 Terro Liquid Ant Bait Ready-to-Use
 Solution
 149-8 Sodium Tetraborate Decahydrate
 TZone Emulsifiable
 Concentrate
 2217-920 Dicamba
 2,4-D. 2-ethyhexyl ester
 Triclopyr, butoxyethyl ester
 Sulfentrazone
 Whitmire PT 515
 Wasp Freeze
 Pressurized
 Liquid
 499-362 d-trans Allethrin
 d-Phenothrin

Woodburn School District IPM

Appendix 6 - Pesticide Application Notification Form

HERBICIDE APPLICATION NOTICE (SAMPLE)

The Facilities Department hereby gives notice the Redmond School District grounds personnel will be spot

spraying weeds at the following site and date between 6 a.m. – noon, weather permitting.

**Woodburn High School &
Wednesday 5th & Thursday 6th**

These grass areas will be posted as closed for four hours or until the grounds personnel have determined the product being applied has had sufficient time to dry on the vegetation. Please notify pertinent personnel accordingly.

The product being applied is listed below. The material safety data sheet is located in the red MSDS binder at your facility.

Barrage EPA # 5905-529

Quick Silver EPA # 279-3265

Type of Product – Selective Herbicide

If you have any questions or concerns, please contact Jeff Curry at 977-6943 or Marcy Tretheway at 923-8266.

Woodburn School District IPM

Appendix 7 - Pesticide Application Posting Sign

WARNING PESTICIDE TREATED AREA

A herbicide application is scheduled for:

DATE 9/5/2012 TIME 6:00 AM

9/6/2012 TIME 6: 00 AM

Expected re-entry into area is:

DATE 9/5/2012 TIME 12:00 Noon

9/6/2012 TIME 12:00 Noon

SITE: SCHOOL NAME

PRODUCT APPLIED: Barrage/Quick Silver

A label and MSDS is available at site office.

Please contact IPM COORDINATOR @ ###-###-###
for further information.

Woodburn School District IPM

Appendix 8 - Pesticide Application Report Form

SITE INFORMATION

Site Name

County Deschutes

Physical Address

Pest Condition Specify Type

Weed

Insect

Rodent

Other

PESTICIDE PRODUCT INFORMATION

Product (Brand) Name

Supplier**EPA Reg. #****Formulation Type** Granular

Liquid

Other (specify)

Pesticide Label (document attached)

MSDS (document attached)

APPLICATION INFORMATION

Application Date (month/day/year)

Start Time

Stop Time

Site Notification Confirmation (initials) Date

Copy of Notice(s) (documents attached)

Temperature

Wind Speed & Direction

Warning Sign Posted Confirmation (initials) Date

Warning Sign Removal Confirmation (initials) Date

Product Concentration Amount Note Units & Area

Pesticide Amount

Carrier Type & Amount

Surfactant Type & Amount

Location(s) of Application Exterior (fencelines, beds, parking, swales, eaves)

Interior (kitchen, lounge, classroom, custodial closet)

Total Product Amount Applied (volume or weight)

Total Area of Application(s) (acres, feet, etc.)

Application Device Spray Bottle

Backpack

Bait

Boom Sprayer

Crack/Crevise

Other (specify)

APPLICATION COMMENTS

Explain whether or not the application was effective:

APPLICATOR INFORMATION

Applicator Name(s) & Phone Contact # Jeff Curry 541-977-6943 / Don Sledge 541-977-6944

License # AG-L0158679PPA / AG-L1005102PPA

Category # 802 / 802

Signature of Applicator(s)

Woodburn School District IPM

Appendix 9 - Annual IPM Report Form

Report Date: January __, 20__

Report Submitted By IPM Plan Coordinator: **(NAME/TITLE)**

Report Submitted To:

Woodburn School District School Board

OSU School IPM Program Coordinator

***Written Summary of Overall Pest Management for the Year
Report of Ineffective Prevention and Management Steps Leading to Pesticide
Application***

Pest Problem: Date(s):

Prevention and Management Steps:

Date(s):

Reason for Ineffectiveness of Control Measures:

Name of Pesticide Applied Application Date:

**Reported Data Summary of All
School Sites
Ineffective Prevention & Management
Steps Taken**

Small Ants

Bats

Cockroaches

Spiders

Yellow Jackets

Wasps

Mice

Other _____

Other _____

Other _____

Total

Standing Water in Kitchen

Window Screens Tears / Missing

Gap Under External Door

Hole / Crack

Cluttered Room

Corrugated Cardboard

Food Debris / Sanitation Issue

Open or Improperly Stored Food

Other _____

Other _____

Other _____

Total

Area Cleaned / Sanitized

Clutter Reduced

Corrugated Cardboard Recycled

Rodent Traps Set

Hole / Crack Sealed
Window Screen Repaired
External Door Sweep Installed
Food Properly in Containers
Pesticide Application
Other _____
Other _____
Other _____
Total

Woodburn School District IPM

Appendix 10 - References and Source Materials

Oregon State University

Information regarding IPM Program, IPM in schools and IPM Plan Coordinator training

Website: <http://www.ipmnet.org/Tim> Click on "IPM in Schools"

Tim Stock: stock@science.oregonstate.edu 541-737-6279

Jenifer Snyder: jennnifer.snyder@science.oregonstate.edu 541-737-2820

Oregon Department of Agriculture

Licenses for commercial pesticide operators and commercial/public pesticide applicators and trainees

Website: <http://Oregon.gov.ODA/PEST>

Email: pestx@oda.state.or.us

Phone: 503-986-4635

National Pesticide Information Center

NPIC provides objective, science-based pesticide information. It is a cooperative agreement between

Oregon State University and the US Environmental Protection Agency. The NPIC can assist in

determining a pesticide active ingredient for cancer classification

Website: <http://npic.orst.edu>

Email: npic@ace.orst.edu

Phone: 1-800-858-7378

