



Saint Paul Public Schools Integrated Pest Management (IPM) Plan

DEFINITIONS

For purposes of this plan, the following terms have the meanings given, unless the text clearly indicates otherwise.

IPM: Integrated Pest Management.

School pest management coordinator: A person employed by a Minnesota K-12 public school who is responsible for the school's pest management plans and implementation of pest management at the school, including the application of pesticides to the inside or outdoor property of the school.

The Plan: The Saint Paul Public Schools (SPPS) *Integrated Pest Management Plan*

A. PURPOSE

SPPS considers the health and safety of its property to be of paramount importance. A comprehensive *Integrated Pest Management (IPM) Plan* assures that all pest control methods used on SPPS property are in compliance with [Minnesota Statutes 18B.095](#), *Pesticide Application in Schools*.

SPPS uses an IPM system to control pests in its facilities through preventative methods (good housekeeping), non-toxic traps, elimination of entry points into the building (exclusion work), and finally baiting or spraying if all other options are ineffective. This means all employees have a role in controlling pests in the district's schools and administrative facilities.

The SPPS *IPM Plan* stresses the importance of communicating with school staff to improve their knowledge of proactive IPM measures in an effort to help decrease the current pest activity and reduce reoccurrence. Motivating school personnel to better communicate requirements and expectations with the Facilities Department and its Environmental Service Group (ESG) will further enact IPM measures targeted against the pest.

The *IPM Plan* will identify the roles of each employee or department and provide information on what to do when pest incidences occur in the work environment. This plan is intended to provide the general operating guidelines necessary to fulfill the need for pest management health and safety. Implementation and administration of this procedure is the responsibility of the Facilities Department.

B. PROGRAM ADMINISTRATION

The Facilities Department's Environmental Services Group (ESG) is responsible for the overall administration of the *IPM*, with ad hoc administrative responsibilities provided by the designated custodial supervisor and a hired professional pursuant to the Facilities Department's direction as defined.

1. Facilities Department:

- a. Handle contract negotiations when hiring a state licensed and/or certified commercial pest management and application professional.
 - b. Serves as the SPPS authorized agent for overseeing the issuance, control, and tracking of all pest reports, inspections, and remediation.
 - c. Send appropriate notification letters to each facility (see Appendix B-1: *"Notice to Building Administrators, Employees, Parents"* and Appendix B-2: *"SPPS Application Schedule"*).
 - d. Determine when expanded pest services are needed to clean out a pest issue.
 - e. Maintain accurate controls and records to provide accountability for the *IPM*.
 - f. Establish, enforce, and update procedures to govern the *IPM*.
2. Pest Management Contractor:
- a. Conduct predetermined scheduled service to all SPPS sites.
 - b. Conduct additional as needed services to buildings with pest issues. Services will be administered during student and nonstudent contact times.
 - (i) Pest elimination products in nonstudent contact areas to include bait and various traps (e.g., glue traps)
 - (ii) Pest inspection alternatives during nonstudent contact times to include pest-sniffing dogs.
 - c. Deliver prompt, accurate inspections and necessary services for all pest reports.
 - d. Issue and file required paperwork as directed by SPPS.
 - e. Maintain accurate controls, records of accountability, and reporting to SPPS.

C. STAFF/DEPARTMENT ROLES IN PEST MANAGEMENT

1. For principals, teachers, and other staff in classrooms, offices, break rooms, etc.:
- a. Keep all food products in hard plastic containers with an air tight lid.
 - b. Store paper goods, cardboard tubes, etc. in hard plastic boxes with a tight-fitting lid, to reduce nesting locations and material.
 - c. Minimize leaving exterior doors open.
 - d. Minimize eating in areas not designated for food consumption (i.e. not the cafeteria). Exceptions include breakfast to go, IEP plans that indicate eating in the classroom, and pre-K.
 - e. Clean dirty dishes immediately after use in breakroom areas.
 - f. Use appropriate food waste containers and minimize or prevent throwing food or food wrappers in classroom trash containers or on the floor.
 - g. When staff sees a pest or pest evidence, report it to the building engineer.
 - h. Nutrition Services will store all food in hard plastic, sealable containers. If needed they will use closed carts to store bread items.
 - i. Disseminate appropriate notification letters received from ESG to district and non-district stakeholders (see Appendix B-1 and B-2).
2. Building Head Engineers:
- a. Have custodial staff clean area, if needed, where pest or pest evidence has been reported and found.
 - b. Submit an online pest report using current methods (see Appendix A for current pest report).

- Pest report is received by contract key SPPS facilities and Pest Management Contractor personnel
 - c. May place non-toxic rodent snap traps, sticky pads, and ant traps.
 - d. Place work orders for exclusion work (i.e., door sweeps, filling in cracks, etc.).
 - e. Contact ESG if problem continues or if pest issue is deemed an emergency.
3. ESG / Custodial Supervisor:
- a. Manage the IPM program.
 - b. Manage the IPM contract.
 - c. Send appropriate notification letters to each facility.
 - d. Determine when expanded pest services are needed to handle a pest issue.
4. Non District Stakeholders to include parents, students, permit holders, community members:
- a. Contact school principal, head engineer, or staff member when they notice a pest issue.

D. IPM PROCESS

1. Vendor Information:
- a. Company
Adam's Pest Control
PO Box 233
Medina, MN 55340-0233
Main Phone: 763-478-9810
2. Pest Management Contractor Work Flow:
- a. Services
 - Inspections, treatment, and remediation per scheduled visit frequency (below) and program administration (B. 2, above).
 - Examples of pest control measures used:
 - Nontoxic
 - Preventative fillers (e.g., for beetles, ants, box elder bugs): foam, caulk, sealers, weather strips, door sweeps, screens, vacuuming
 - Trail cameras for use with extreme rodent issues
 - Thermal remediation/heat treatment
 - Adhesive insect light trap
 - Exterior bait stations
 - Pro ketch insect & rodent traps
 - Snap traps
 - Toxic (last resort):
 - Tenting, fumigation gases, ventilation service
 - Bluemax Meal Bait (Difethialone)—rats & mice / main use exterior bait stations
 - First Strike (Difethialone)—rats & mice / main use exterior bait stations
 - Contrac All-Weather Blox (Bromadiolone)—rats & mice / main use exterior bait stations

Products used for Chemical treatment measures (last resort)

b. Frequency of Visits

- District Service Facility Kitchen: weekly with additional services as needed.
- All Other District Sites: monthly with additional services as needed.

APPENDIX A

Notification to Building Administrators, Employees, Parents

 Saint Paul PUBLIC SCHOOLS A World of Opportunities	Facilities Department Energy & Waste Management • Environmental Health & Safety Furniture & Moves • Grounds • Maintenance • Planning	1930 Como Avenue Saint Paul, MN 55108-2778
Telephone: (651) 744-1800 • Fax: (651) 290-8362 • www.spps.org		

September 1, 2017

TO: All Building Administrators

SUBJECT: Herbicide, Pesticide, Insecticide & Fertilizer Applications in Schools

Minnesota Statute §121A.30, **Pesticide Application at Schools** requires that schools provide annual written notice to parents/guardians and employees regarding Herbicide, Pesticide, Insecticide & Fertilizer Applications.

We ask that you please:

- Provide to parents/guardians and your employees during the first week of school the Application General Notice that states:
 - an Estimated Herbicide, Pesticide, Insecticide & Fertilizer Applications Schedule is attached and also available for review at the school office;
 - that the long-term health effects on children from these applications may not be fully understood;
 - and that parents may request the school inform them before any non-scheduled applications are made.
- Include in an official school handbook or policy guide this section regarding application schedules: *In accordance, with Minnesota Statute §121A.30, Pesticide Application at Schools, all persons at this school are advised that an estimated schedule of applications of herbicides, pesticides, insecticides & fertilizers is available in the school office for review and copying. In addition, any person who wishes to be notified of any variation from the scheduled applications may be so notified if specifically requested. The schedule and subsequent notices apply only to pesticides in toxicity categories I, II or III as classified by the United States Environmental Protection Agency, or a restricted-use pesticide as designated by Federal Law.*
- Post the schedule of application at your site and keep it available for review or copying in the school office;
- Keep a copy of all notifications on file for six years.

If there are any questions about the toxicity of any product listed, the Minnesota Department of Education's website <http://education.state.mn.us/HealthAndSafety/Pesticide.do> is an excellent resource to assist you in identifying products and categorizing them according to their toxicity.

Building Engineers have been requested to report to the building administrator, in advance, anything that deviates from this schedule.

Please note that disinfectants, sanitizers, deodorizers, or anti-microbial agents used for general cleaning purposes are not included in this notice because they do not fall under toxicity category I, II or III pesticide products.

The Facilities Department is able to assist sites in any way possible to comply with the requirements of the law.

Notice to School Employees
Herbicide, Pesticide, Insecticide and Fertilizer Application

September 1, 2017

Dear School Employee:

In accordance, with Minnesota Statute §121A.30, *Pesticide Application at Schools*, all persons at this school are advised that an estimated schedule of herbicide, pesticide, insecticide and fertilizer applications is attached and is also available in the school office for review and copying.

This statute also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If there are any questions about the toxicity of any product listed on the schedule, the Minnesota Department of Education's website http://www.epa.gov/pesticides/factsheets/alpha_fs.htm is an excellent resource to assist you in identifying products.

Please note that disinfectants, sanitizers, deodorizers, or anti-microbial agents used for general cleaning purposes are *not* included in this notice.

If you have questions regarding this notice, contact the office.