Director Procedure Number: DJ120
Title: Integrated Pest Management Program Standard
Section: Operations

# Integrated Pest Management Program Standard

## INTEGRATED PEST MANAGEMENT PLAN (IPM): ROLES AND RESPONSIBILITIES

**Facilities Manager:** The Facilities Manager shall:

1. Act as EASTERN's IPM coordinator.
2. Prepare specifications for pest control services, recommend award of contracted services and monitor contractor's activities to assure compliance with contract specifications.
3. Maintain all records related to pest control activities in a central file and assure that files are kept for a minimum of 3 years.
4. Coordinate all in-house herbicide application on Eastern grounds.
5. Develop and send letter of notification to staff, parents and legal guardians at the beginning of each school year as required by law.
6. Post required notices in each building.
7. Coordinate pest control activities among staff, students and pest control contractor to assure that all issues identified in the pest control log have been addressed at each scheduled visit.
8. Assist pest control contractor in accessing areas identified.

**Business Manager:** The **Business Manager** shall ensure that pest control information is maintained in a specific location within the EASTERN in accordance with the EASTERN Integrated Pest Management Plan. Key elements of this responsibility are as follows:

1. Maintain a copy of the Eastern Integrated Pest Management Plan on file in the school office.
2. Display Pest Control Information Sheets and Treatment Notices in accordance with law for students, parents and legal guardians as well as for staff in the event that pesticide application has been made in the building.
3. Maintain the Pest Control Log for pest control activities that take place on EASTERN property in the main office of the building.

**All Other Building Occupants:** All other building staff has the responsibility to report any potential or suspected pest problem in a timely fashion.

**Emergency Pesticide Application:** Where pests pose an immediate threat to the health and safety of students or employees, the Director may authorize an emergency pesticide application. In the case of an emergency pesticide application, EASTERN shall notify by telephone any parent or guardian who has requested such notification.

**Adopted: 12/11/13**