Model
School IPM Plan
for
New Jersey Schools



New Jersey Department of
Environmental Protection
Pesticide Control Program



and

Rutgers Cooperative Extension
Pest Management Office



July 18, 2004
Revision 1

How to use the 'Model School IPM Plan for New Jersey Schools'

The design of the Model School IPM Plan is to give you compliance guidelines plus the tools you need to comply. In the Model Plan, we specify what things you MUST do to be in compliance with the New Jersey School IPM Act and its associated regulations. We also provide you with many easy-to-follow recommendations that will make your implementation of IPM simple. Use of the Model Plan itself is voluntary; edit it to suit your needs. We have attached as appendices many ready-to-use forms and/or resources (see #5 below for a list and description of each). You choose your tools, who is involved and how much they are involved.

1. First, fill out **when** the Plan will be in effect.

2. Include all the basic information about your school. MAKE THE PLAN YOUR OWN!

3. Determine **who** will help implement IPM at your school. Individuals may already be practicing many of the items listed as part of their existing responsibilities. You may not have all of the individuals listed in this Model Plan in your own School Community. The Plan lets you define how the school community will come together to implement IPM at your school, including how they will be trained in their School IPM responsibilities. If there is a form noted in one of the check off boxes, it is located in the Appendix.

4. Determine **what** IPM practices you will implement at your school in the rest of the Plan. We give you what you must do to be in compliance plus options for you to choose to do so using check off boxes, filling in forms, as well as doing site maps. Work your way through these sections and indicate in the Plan how your school will comply for the next school year. Make sure to clearly outline the communication and decision process to include all members of the school community. The Plan should be reviewed and revised annually to address changing pest management needs.

5. To assist with compliance, we have attached as appendices to the Model School IPM Plan many **ready-to-use forms and/or resources**. All of the forms below are available online at http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/index.htm as both Word and Adobe Acrobat files for you to simply fill in the blanks. All of the items asterisked* below are sample notification and posting documents that meet the minimum requirements of the law. These are tools that you may use to be in compliance but their use is voluntary. The other forms are provided as resources to streamline and clearly document the adoption of IPM in your school.

    - **Model School IPM Policy***: Sample School IPM Policy; a policy is required by the Act to be adopted by the school by June 12, 2004.
    - **Pest Problem Report** (to School IPM Coordinator): Checklist of common pests for staff to report pest presence and activity to the School IPM Coordinator or other designee.
    - **Food Services Areas Report** (to School IPM Coordinator): Checklist fill-in-form for kitchen staff to report pest presence and activity in the food service areas to the School IPM Coordinator or other designee. Includes boxes for daily sanitation inspection.
    - **IPM Pest Activity Monitoring and Control Log**: The School IPM Coordinator or other designee can use this to compile all pest reports (for example, the 2 forms above, monitoring and results, and sightings) in the left hand section of the form. Once the problem is defined and a choice of least toxic pest control is determined and carried out, it is logged in the right hand section of the form next to the original pest recording.

- **Sample Indoor Pest Thresholds**: This is a sample threshold list for indoor pests that should be revised to your school's thresholds for these common pests. Add additional pests if needed.
- **IPM Priorities Checklist**: This list is designed for the School IPM Coordinator or other designee to compile the specific pest management actions needed to be completed in key areas of the school at a given point in time. The checklist fill-in-form is designed to identify where the problem(s) are located as well as identifying who will be the responsible party to carry out the task checked off. This checklist can also be used as a training tool for the School Community as it lists many pest prevention tactics that they may help carry out.
- **Pesticide Application Log:** The School IPM Coordinator or designee would use this Log to regularly compile all pesticides used at the school. This is a good record to keep on hand for public inquiries and to complete the 'Annual Notification' list of pesticides used at the school.
- **Annual School IPM Program Notification Letter to Parents & Staff***: The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue an annual IPM Program notice to the parents or guardians of all enrolled students and all staff. This form is essentially a cover letter that outlines what you have enclosed in the notice. See the Model Plan and the sample form for details.
- **Pre-Notification of the Use of Pesticides*** (72 hour pre-notification): The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue a notice of all non low impact pesticide use to the parents or guardians of all enrolled students and all staff. See the Model Plan and the sample form for details.
- **Emergency Pesticide Use Notification***: The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue a notice of all emergency use of non low impact pesticides to the parents or guardians of all enrolled students and all staff. See the Model Plan and sample form for details.
- **School Integrated Pest Management Act Compliance Certification Form*:** When requested by an applicator, the School Administration, or their designee such as the School IPM Coordinator, must provide certification that they have issued all Act-required notifications and postings of non low impact pesticide applications. See the Model Plan and sample form for details.
- **Posting Sign** (for indoors & outdoors) 'Notice of Pesticide Application'*: Template sign for posting of non low impact pesticide applications. See the Model Plan and sample template for details of when, where, and how to post.
- **'Summary of the Key Requirements of the School IPM Act' Fact Sheet:** This is a Rutgers Cooperative Extension fact sheet that summarizes the key requirements of the Act for use in education of the school community and for inquires from the public.
- **The New Jersey School IPM Act:** This is a verbatim copy of the public law in case you need further clarification of what is required of the school.

6. For New Jersey School IPM questions and resources:
   - Contact the New Jersey Department of Environmental Protection at 609-984-5014 or go to our website at http://www.state.nj.us/dep/enforcement/pcp/index.html.
   - Contact the Rutgers Cooperative Extension Pest Management Office at 732-932-9801 or go to our School IPM website at http://www.pestmanagement.rutgers.edu/IPMSchoolIPM/NJAct/nj.htm.

School Integrated Pest Management Plan
for the
Mahwah Township Public School District

for the School Year
Starting September 2026 and
ending June 2027



Plan prepared by: Gregory Romero, Jr
Date prepared: 7/9/26

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- Pre-Notification of the Use of Pesticides (72 hour pre-notification)*
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- School Integrated Pest Management Act Compliance Certification Form*
- Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'*
- 'Summary of the Key Requirements of the School IPM Act' Fact Sheet
- The New Jersey School IPM Act

* *Use of this form meets minimum compliance requirements of NJ School IPM Act*

1. **General school information:**
   School name: Mahwah Township Public Schools
   Address: 60 Ridge Road **City**: Mahwah
   County: New Jersey **District**: Mahwah **Zip Code**: 07430
   Phone: 201-762-2400 **E-mail:** info@mahwah.k12.nj.us

   School IPM Coordinator: Gregory Romero, Jr
   Email: g romero@mahwah.k12.nj.us **Phone**: 201-762-2402

2. **Integrated Pest Management Statement**

   Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment. **Mahwah Township Public Schools** will use: site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical, and biological controls will be employed with selective use of pesticides when needed. Educational strategies are used to enhance pest prevention, and to build support for the IPM program

3. **School IPM Policy:** *(Attach School IPM Policy; see model form in Appendix)*

4. **School IPM Plan Goals:**
   a. The roles, responsibilities, and training of all members of the school community [school administration, School IPM Coordinator, Pest Management Professional (includes staff or contractors, if used), School Nurse, kitchen staff, maintenance staff, staff, teachers, students, parents or guardians of all students enrolled in the school, and vendor/contractors] regarding IPM at the school are clearly defined.
   b. Pest identification: Initially, define indoor and outdoor pests for the school by historical account and/or by direct monitoring. Establish monitoring types and schedules, and recordkeeping.
   c. Pest prevention and control to maintain a healthy school environment: Outline non-chemical controls that will be routinely practiced at the school. Establish threshold levels for all anticipated pests. Define prescribed use of low impact versus non low impact pesticides for identified pests. Maintain records of all pesticide applications.
   d. Keep the school community informed: Maintain IPM records and make available for public inspection. Issue annual notice of school IPM program status. Establish pre-notification procedures for non low impact pesticide use. Adopt notification procedures for emergency use of non low impact pesticides. Establish posting procedures for indoor and outdoor areas that are treated with non low impact pesticides.
   e. Evaluate and revise the School IPM Plan annually.

5. **School IPM Roles & Responsibilities:** For an IPM program to be successful, all members of the school community must be made aware of the school's policies on pest control and their respective roles in the overall pest management plan. The roles, responsibilities, and training for this school regarding pest management are outlined below:

   a. **School Administrators**:
   Specific duties of New Jersey School Administrators **required by the School IPM Act and proposed regulations**:
      1. Adopt and implement a school IPM policy for the school property; the Model Policy (see Appendix) that was developed by the NJDEP prescribes that the school administrators will adopt and implement a School IPM Plan for the school property.
      2. Implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.
      3. Designate a School IPM Coordinator (see next section). The IPM Coordinator should be someone who is familiar with the school buildings and grounds, such as the buildings and grounds maintenance staff.
      4. Report effectiveness and recommend improvements to the School IPM Plan annually to local school or governing boards.

   Other **duties required by law of the school administration but that may be delegated** to specific individuals, such as the School IPM Coordinator (see next section) are:
      5. Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure. [See Appendix for sample 'Pre-Notification of the Use of Pesticides' (72 hour pre-notification) form and 'Emergency Pesticide Use Notification' form].
      6. Prepare and post signs as required in areas where non low impact pesticides are to be applied. (See Appendix for sample 'Notice of Pesticide Application' sign for indoor and outdoor applications).
      7. Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
      8. Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'. (See Appendix for sample letter to parents & staff).

   [*Optional*, i*nsert if applicable*: '9. For contracted services, the school administration will develop bid specifications, contracts, and contract addendums in accordance with the School IPM Policy and Plan.']

   b. **School IPM Coordinator:**
   The School IPM Coordinator, **by law**, is jointly responsible with the school administration for the implementation of this School IPM Plan.

   Role: The IPM Coordinator is the individual within the facility who is in charge of pest control activities for the school. This individual has the authority and backing of the school administration or management. The School IPM Coordinator has the primary responsibility for ensuring the IPM plan is carried out, and is the primary contact for the school community and public. Ultimately, this person is directly responsible for the integration of all IPM activities through the coordination of all parties including custodial, building, food service, outside vendors, Pest Management Professionals, grounds staff, students, parents, staff, and teachers.

Specific duties of a New Jersey School IPM Coordinator **required by law or regulation:**

1. Implement the School IPM Policy and Plan.
2. Maintain information about the IPM Policy and Plan in place at the school.
3. Maintain information about pesticide applications on school property including records obtained from the pesticide applicator, Material Safety Data Sheets (MSDS) when available for pesticides used, and labels for all pesticide products used.
4. Maintain records of any pest monitoring and non-pesticide controls implemented. (See 'IPM Pest Activity Monitoring and Control Log' for sample log).
5. Provide access to the above information for public review.
6. Respond to inquiries and providing information to students, staff, and parents or guardians regarding IPM.
7. Provide training in IPM practices to the school community as described in the individual 'Roles, Responsibilities, and Training' sections of the School IPM Plan.
8. Provides a signature on the **'**School Integrated Pest Management Act Compliance Certification' Form when requested (see Appendix for sample form) by pesticide applicators.
9. Ensure that all persons conducting pesticide applications have all NJDEP-required training, certification, and licensing. Also ensure that they follow the School IPM Policy and Plan, as well as all NJDEP School IPM regulations and the precautions of the pesticide label.
10. Obtain training sufficient to implement the Policy and Plan (i.e., NJDEP-approved training).
11. Submit required information to the NJDEP.

School administration responsibilities by law (see # 5, 6, 7, and 8 of their duties) that must be carried out and may be delegated as duties of the School IPM Coordinator by this school administration include (*check all that will be delegated*):

- ✓ Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure. [See Appendix for sample 'Pre-Notification of the Use of Pesticides' (72 hour pre-notification) form and 'Emergency Pesticide Use Notification' form].
- ✓ Prepare and post signs as required in areas where non low impact pesticides are to be applied. (See Appendix for sample 'Notice of Pesticide Application' sign for indoor and outdoor applications).
- ✓ Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
- ✓ Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'. (See Appendix for sample letter) to parents & staff).

In order to carry out the duties prescribed above, the School IPM Coordinator will (*check all that apply*):

- ✓ Distribute and train school community in the use of 'Pest Problem Report Forms' to be submitted when activity is noticed (see Appendix for sample form).
- ✓ Distribute and train school kitchen staff in the use of 'Food Service Report' forms to be submitted weekly (see Appendix for sample form).
- ✓ Compile all 'Pest Problem Report' and 'Food Service Report' forms received in 'IPM Pest Activity Monitoring and Control Log' (see Appendix for sample log). Also, write actions taken to remedy pest problems in the log.

- ✓ Maintain a prioritized list of pest management issues (including key pests, and needed structural/landscape improvements and substandard sanitation practices) which exist both inside and outside the school (see Appendix for a sample form).
- ✓ Consider all available options (including no action) with the school's Pest Management Professional prior to determining control(s) to be used.
- ✓ Ensure that Pest Management Professional(s) make accurate entries in the 'Pesticide Application Log' (see Appendix) when these pesticides are applied at the school.
- ✓ Work with administrators if contracting for pest control services to ensure that the bid specifications comply with the school IPM policy and plan.
- ✓ Serve as the point of contact for contracted pest management services for the school.
- ✓ Evaluates efficacy of IPM practices on school property on a monthly basis at a minimum.
- ✓ Sets up and moderates the annual evaluation of the School IPM Plan. Revises the School IPM Plan accordingly.

Training:
The School IPM Coordinator will receive NJDEP-approved training that provides an overview of the principles of IPM, legal requirements, and how to implement the IPM Policy and Plan at the school per rules to be adopted by the NJDEP in the fall of 2004.

c. **Pest Management Professional:**
All pesticide applications made on school property must be made by applicators or operators licensed to apply pesticides by the NJDEP PCP per the New Jersey Administrative Code Title 7 Chapter 30; Subchapters 1-12. These 'Pest Management Professionals' may either be staff and /or a contractor as described below.

All **indoor applications** at this school are made by licensed Pest Management Professionals. 'The contractor for indoor pest management services at this school is **Ultra Pro Pest Protection, Inc.** Our contact for the company is **Michael Suriano, msuriano@ultrapropest.com** The contractor will meet all specifications as contracted by the School per the **NJSBGA and NJPMA**

All **outdoor applications** at this school are made by licensed Pest Management Professionals. 'The contractor for indoor pest management services at this school is **Ultra Pro Pest Protection, Inc.** Our contact for the company is **Michael Suriano, msuriano@ultrapropest.com** The contractor will meet all specifications as contracted by the School per the **NJSBGA and NJPMA**
If specified in the contract, the contractor will provide horticultural services for landscape and turf management.

Other Specific Duties of Pest Management Professional(s) in the School IPM Program (*check all that apply*):
- ✓ Inspect school premises **twice monthly** for the presence of pests or signs of pest activity.
- ✓ Notify the IPM Coordinator when pests or signs of pest activity are found.
- ✓ Make written recommendations to the School IPM Coordinator for corrective actions to be taken by the school to reduce potential pest populations.
- ✓ Recommend to School IPM Coordinator appropriate non-chemical procedures to correct pest problems.

- ✓ When it is determined that a pesticide must be used, select and recommend necessary pesticides. Preference will always be given to low impact pesticides.
- ✓ [*Insert if appropriate*: 'When approved by the School IPM Coordinator,'] follow appropriate least-toxic procedures to correct pest problems. Never apply a non low impact pesticide without first consulting in advance with the IPM Coordinator to allow them to proceed with all required notification and posting of the area to be treated.
- ✓ Provide School IPM Coordinator with MSDS (when available) of any pesticide that is applied on school property.
- ✓ Provide application information as specified in the 'Non Low Impact Pesticide Application Log' (see Appendix) when they apply these pesticides at the school. This log is kept at the **School's Main Office.**
- ✓ If a non low impact pesticide is to be used, provide a 'School Integrated Pest Management Act Compliance Certification' Form (see Appendix) to the School IPM Coordinator for their signature ensuring all advance notification and posting has been performed as required. Applicators are not liable for damages resulting from the failure of the school to provide the notification or posting as required by the New Jersey School IPM Act.
- ✓ Participate in the annual evaluation of the School IPM Program and Plan. Provide comments regarding any necessary modifications to the School IPM Plan.

Training:
Training for either a new commercial applicator or operator is to include BOTH a PCP-approved basic pesticide training course, and 40 hours of on-the-job training to competently perform the functions associated with any applications in which they are expected to perform. Additionally, within the 40 hours of training, the candidate must perform or witness a minimum number of applications for each of the categories that they will be licensed (see the NJDEP website at http://www.state.nj.us/dep/enforcement/pcp/index.html; or the Rutgers Cooperative Extension pesticide applicator training website at http://www.pestmanagement.rutgers.edu/PAT/CertlicensReq.htm for details).

In order to maintain valid Pesticide Applicator Certification in the state of New Jersey, pesticide applicators must earn a minimum of 24 recertification credits by attending continuing education courses. Commercial Pesticide Applicators must accumulate 8 Core credits and 16 category credits (per each category certified).

Rules are being proposed by the NJDEP that would require an additional category ("IPM in Schools") for commercial applicators that apply pesticides on school property. If these rules are adopted as final, applicators would be given a grace period during which the new category exam would need to be taken. This IPM in Schools category would be required in addition to any other category (such as ornamental & turf, or termite control) required depending on the type of work performed.

d. **School Nurse:**
The school nurse will consider potential pesticide exposure when evaluating a child's health complaint. The school nurse should have access to MSDS sheets for any chemical used on school property and be aware of any children with asthma or chemical sensitivities.

Other Duties of the School Nurse in the School IPM Program (*check all that apply*):
- ✓ Keep copies and review MSDS of all pesticides used on school property.

- ✓ Maintain easy access to Poison Control Center hotline at 1-800-222-1222 in case acute poisoning is suspected.
- ✓ Monitor for headlice (a common problem for children between 3 and 10 years old).
- ✓ Educate parents and staff about preventing headlice spread when it occurs.
- ✓ Submit a 'Pest Problem Report' to School IPM Coordinator whenever pests are detected in the health suite/Nurse's office.

Training (*check all that apply*):
In addition to required professional training,

- ✓ Be aware of public health pests of significance that may impact student health; see EPA's *List of Pests of Significant Public Health Importance* at http://www.epa.gov/opppmsd1/PR_Notices/pr2000-draft.htm.
- ✓ Obtain copies of selected pesticide resources on poisoning which may include: *Recognition and Management of Pesticide Poisonings,* Routt Reigart and James Roberts, 5th edition, U.S. Environmental Protection Agency, March 1999; available online at http://www.epa.gov/oppfead1/safety/healthcare/handbook/handbook.htm.

e. **Kitchen Staff:**
Food handling and preparation areas are among the most critical areas for pest management. Kitchen staff must keep all food areas free of crumbs and food residue after use.

Other Duties of Kitchen Staff in the School IPM Program (*check all that apply*):

- ✓ Practice good sanitation of all kitchen and food service areas (clean all surfaces daily)
- ✓ **Rebecca Davis of Pomptonian Food Service** of the kitchen staff will inspect the kitchen **daily**.
- ✓ **Rebecca Davis of Pomptonian Food Service** will submit a **'Pest Problem Report'** to School IPM Coordinator whenever pests are detected in the kitchen and food service areas (see the Appendix for the two types of reports).
- ✓ Manage specific pest problem(s) as directed by the **School IPM Coordinator**

Training:
Rebecca Davis of Pomptonian Food Service will be responsible for training the kitchen staff in proper sanitation procedures when hired and annually thereafter. The School IPM Coordinator will train the kitchen staff in the pest detection and monitoring program in place in the kitchen when hired and annually thereafter.

f. **Maintenance Staff:**
Maintenance staff maintains the cleanliness and take care of the school building and grounds. These staff members may be assigned to indoor and/or outdoor maintenance. School maintenance staff may make applications of pesticides that are "over-the-counter" disinfectants and antimicrobials such as Lysol® and toilet-bowl cleaner, and use "minimum risk" pesticides published by the federal EPA. If the use of other pesticide is necessary, only a licensed Pest Management Professional may make the application (see 'c' above).

Other Duties of Maintenance Staff in the School IPM Program (*check all apply*):

- ✓ Practice all sanitation and maintenance techniques 'per the 'IPM Priorities' checklist of this Plan.

- ✓ Provide a 'Pest Problem Report' to School IPM Coordinator whenever pests or signs of pest activity are discovered in the school building or are a problem on school grounds.
- ✓ Recognize and correct conditions that may lead to pest problems such as water leaks, potential pest entryways, and poor sanitation practices (see the 'IPM Priorities' checklist of this Plan for specific actions for school buildings and grounds).
- ✓ Manage specific pest issue(s) as directed by the **School IPM Coordinator.** This will not include pesticide application unless the individual is a licensed Pest Management Professional (see duties in 'c' above).

Training:

- ✓ **Gregory Romero, Jr, Director of Buildings and Grounds** will be responsible for training the indoor Maintenance Staff in proper sanitation procedures and schedules when hired and annually thereafter.
- ✓ The School IPM Coordinator must train the indoor Maintenance Staff in the pest detection and monitoring program and devices in place throughout the school when hired and annually thereafter.
- ✓ If landscaping or turf maintenance is required by their duties, grounds maintenance staff will be trained in accepted horticultural practices grounded in IPM.

g. **Staff, Teachers, and Students**:

Duties of Staff, Teachers, & Students in the School IPM Program (*check all that apply*):

- ✓ The most important responsibility of the students and staff is sanitation. Much of the prevention and reduction of pest infestation at the school site depends on whether or not students and staff clean up food leftovers, food in lockers, gum under desks, paper clutter, etc., or perform proper maintenance.
  - ✓ Leave pest control and pest management to trained professionals.
  - ✓ Will not move sticky traps or other pest monitoring devices.
- ✓ Report any evidence of pest activity to the School IPM Coordinator using the 'Pest Problem Report' form.

Training:

School staff, teachers, and students will be trained in their roles in the school's pest management system by the School IPM Coordinator.

Other training (*check all that apply*):

- ✓ Staff, teachers, and students will be given a brief overview or updates by the School IPM Coordinator on pest identification and the conditions that they may create that promote pests. This information will focus on pest reduction strategies connecting people's behavior such as eating at desks, leaving crumbs on floor, etc. to pest problems.
- ✓ Education will be focused to increase people's willingness to share their environment with other organisms so that people are less likely to insist on toxic treatments for harmless organisms.
- ✓ They will be instructed in how to log pest complaints using the 'Pest Problem Report' form.
- ✓ Pamphlets and fact sheets will be made available at the time of training and/or posted on bulletin boards in specific areas such as the cafeteria and teachers' lounge.

h. **Parents or Guardians of All Students Enrolled in the School:**
Duties of Parents/Guardians in the School IPM Program:

- ✓ Learn about IPM practices and follow them at home so that pests are not carried to school in notebooks, lunch boxes, backpacks, clothing, or the children's hair.
- ✓ Make their children aware of their role in the School IPM Program at the school.
- ✓ Encourage children to lend a hand in cleaning up.
- ✓ Discourage children from keeping food in their lockers and desks.
- ✓ Be aware of the current pest management practices in their children's school. Review the 'Annual School IPM Program Notification Letter to Parents & Staff' as well as all notices of application of pesticides at the school. For questions or concerns, parents and /or guardians will contact the School IPM Coordinator.

Training

- ✓ **Gregory Romero, Jr, Director of Buildings and Grounds** will educate parents and guardians of all students enrolled at the school about the School IPM Program.
- ✓ Pamphlets and fact sheets will be made available upon request (see Appendix for 'Summary of Key Requirement s of NJ School IPM Act' Fact Sheet).

i. **Vendors and Contractors**
Duties of vendors and contractors in the School IPM Program to be prescribed in specific language in their bid specifications and contracts (*check all that apply*):

- ✓ Contracts will specify regular maintenance service, cleaning under and behind machines during service visits, and immediate correction of problems which may foster pests (for example, breakage, leaks, or excessive condensation from machinery).

6. Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

One of the key principles of School IPM is site assessment to precisely define the presence of pests and the site conditions that contribute to their presence. Indoor and outdoor pests will be defined for the school by historical account, interviews, and by direct monitoring. [See Appendix for the 'Pest Problem Report' form for a listing of common school pests].
When the IPM program is implemented at the School, the Pest Management Professionals and/or School IPM Coordinator will perform a thorough inspection of all school buildings and grounds to identify pest activity and conditions that are contributing to any pest problems.

Indoor site assessment, Pest Management Professional and/or School IPM Coordinator will compile and map on floor plans of the building.

- Areas that currently have pests or show signs of pest activity.
- Areas that historically have had pests as well as identifying when this occurs during the school year.
- Conditions or behaviors contributing to pest problems that can be corrected.
- If already in use, location of detection and monitoring devices and bait stations.
- Recommendations for sanitation, structural repairs, and habitat modification.

Outdoor site assessment, Pest Management Professional and/or School IPM Coordinator will map the school grounds:

- Show locations of trees, shrubs, and ornamentals.

- Assign & divide the landscape into management units (for example, football field turf versus playground).
- Note key plants, any pest problems, and horticultural recommendations.

Note: The Rutgers Cooperative Extension 'IPM Report Card for School Grounds' provides a series of self-assessment tools for schools to measure their adoption of IPM on school grounds. Additionally, each Report Card in the series can be used as a guide to incrementally or completely implement IPM by simply following the practices outlined. IPM practices are precisely outlined for control of common pests of New Jersey school grounds. Report Cards for School Grounds include: General Requirements; Athletic Fields; Turf ; Ornamental Plants; and Landscape Plantings. See @ http://www.pestmanagement.rutgers.edu/IPM /SchoolIPM/reportcard.html.

It is important that the pest(s) be accurately identified in order to gather information about the pest's life cycle and habits. Identification is essential for selecting the combination of strategies which will be most effective as well as knowing when to implement them. If the School IPM Coordinator and the Pest Management Professional are unable to identify the pest(s), the County office of Rutgers Cooperative Extension (RCE) will be consulted and samples will be submitted for identification if needed. [*Insert your County contact from the RCE 'commercial clients' phone listings* at http://www.rce.rutgers.edu/mastergardeners/helplines.asp]:

Ongoing Monitoring
Once a pest is correctly identified, monitoring methods and schedules, as well as controls will be determined based on its life cycle, food sources, habitat preferences, and natural enemies.

Indoor pests will be monitored via direct inspection, sticky traps, pheromone baits, tracking powder, mechanical traps, and glueboards as necessary. If baits or traps of any kind are used (*check all that apply*):

- ✓ Each bait station or trap is assigned an identification number.
- ✓ A map is prepared showing the location and number of each trap or bait placement.
- ✓ Each trap or bait station is marked with appropriate warning language.
- ✓ Traps will be checked by the Pest Management Professional weekly during the early stages of solving a serious pest infestation, then taper off to monthly, once the pest problem is under control.
- ✓ Captured rodent pests will be recorded and disposed of on a daily basis.

Outdoor landscape pests will be monitored via direct inspection (*check all that apply*):

- ✓ Landscape plants are scouted at least monthly during the growing season for conditions requiring action (for example, damaged, diseased, dead limbs; soil erosion/compaction; insect, disease, weed pests and damage).
- ✓ Scouting usually begins when plants put out new leaves in spring and ends when leaves fall in autumn.
- ✓ Plants with annually recurring pest problems will be scouted according to pest appearance timetables.

Monitoring Records: Pest Management Professional will maintain and keep records of any pest monitoring, including traps (see Appendix for sample 'IPM Pest Activity Monitoring and Control Log').

7. Pest Prevention and Control

Wherever possible, the School will take a preventive approach by identifying and removing, to the degree feasible, the basic causes of the problem rather than merely attacking the symptoms (the pests). This prevention-oriented approach is also best achieved by integrating a number of strategies. It is easier to spot a potential problem when the interior and exterior of the school is clean and uncluttered (see Appendix for a sample 'Integrated Pest Management Priorities' checklist as a resource for many controls).

IPM employs a multi-tactic approach, integrating several strategies to combat a particular pest. Control strategies that remove a pest's food, water, and shelter (harborage), and limit its access into and throughout buildings and on school grounds will be employed as follows:

- Cultural control: for example, improve sanitation; reducing clutter; people change habits like leaving food in the classroom; maintain plant health by taking care of the habits and conditions; fertilization, plant selection (right plant/right place), and sanitation to exclude problematic pests and weeds.
- Physical control: for example, pest exclusion; removing pest access to the school building by sealing openings with caulk and copper mesh; repairing leaks and screens; removing pests by hand.
- Mechanical control: for example, insect monitors, light traps, rodent traps; till soil prior to planting to disrupt pest life cycles.
- Biological control: use of pest's natural enemies. For example, introduce beneficial insects or bacteria to the environment or, if they already exist, provide them with the necessary food and shelter; and avoid using broad-spectrum chemicals that will inadvertently kill beneficials.
- Least hazardous chemical controls with preference given to School IPM Act-defined 'low impact pesticides'.

Pesticides will be selected when other control methods are not effective or practical in resolving a pest problem. Pesticides will not be used on School property unless both the pest has been identified and its presence verified. It is neither possible, nor desirable to completely exterminate every pest and potential pest from every population on school property.

The IPM Coordinator will establish injury (also known as tolerance or threshold) levels and action thresholds for each individual pest species before making any chemical treatment. Action Thresholds for pesticide treatment are triggered if all other IPM tactics have not been able to control pest populations to an acceptable level. Appropriate injury levels will be set, and may take into consideration economic losses (for example, amount of foodstuffs contaminated by pantry pests); health risks (for example, occurrence of disease-bearing pests); aesthetic evaluations (for example, temporary presence of ants); nuisance problems (for example, stinging insects); and pest visibility [see Appendix for a sample 'Indoor Pest Thresholds' for your modification].

The New Jersey School IPM **law defines** 'low impact pesticides' and necessarily creates the distinction 'non low impact pesticides' for other pesticides not meeting their definition. The law and resulting model policy published by DEP make it clear that when pesticide use is needed, preference should be given to choosing a 'low impact pesticide', if possible. The School will give preference to choosing a 'low impact pesticide', as described below.

A low impact pesticide is a pesticide that is considered to have relatively minimal risk as compared to pesticides in general. The New Jersey School IPM law specifically defines what a low impact pesticide is in two parts. The first part consists of a federal EPA list of pesticides that it considers to be minimal risk and thus do not require formal registration. These pesticides are listed in the federal code at 40 CFR § 152.25. (See http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/40cfr15225.pdf). The second part consists of a list of pesticide ingredients (such as boric acid or diatomaceous earth) and formulation types (such as gels or pastes) that are considered low impact. It is important to note that a substance considered "low impact" does not necessarily mean zero risk. All pesticides must be used properly to reduce potential risk from their use.

See the Rutgers Cooperative Extension School IPM website at http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/lowimpact.htm for information on low impact pesticides as it becomes available.

When it is determined that a non low impact pesticide must be applied to adequately control pests within established thresholds, application guidelines **per the law** will be followed. Specifically, non low impact pesticides will be applied in a school building only when students are in another area of the building AND only if the area being treated with the pesticide is served by a different air handling system and is separated from the students by smoke or fire doors. Further, applications of non low impact pesticides on school property will be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours will be allowed prior to student re-entry on school property.

Per the law, emergency application of a non-low impact pesticide will only be made when the health or safety of a student or staff member is threatened. A "school pest emergency" is defined in the law as "an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member." One example would be the presence of stinging insects such as ground hornets in an athletic field where events are scheduled. If a pest emergency exists, the school may use pesticides without the normal 72-hour pre-notification to parents and staff, and the advance posting of signs. Rather, the posting must be done at the time of the application, and the notice to parents and staff must be done within 24 hours after the emergency application. The notice that goes to parents and staff must explain what the reason for the emergency was, and if possible, what could be done to prevent such an emergency use next time.

Treatments, whether pesticides or low impact pesticide materials, will only be applied on school property when and where needed. It is rarely necessary to treat an entire building or landscape area to solve a pest problem. Monitoring will be used to pinpoint where pest numbers are beginning to reach the action level and 'spot' treatments' will be confined to those areas.

The Pest Management Professionals will meet as needed to cover monitoring reports and determine corrective action. The Pest Management Professional should make recommendations for corrective actions to the School IPM Coordinator. They will consider all options, including no control, and look at pest activity levels versus thresholds.

They will consider EPA-defined criteria for selecting a treatment strategy:

1. Least hazardous to human health
2. Least disruptive of natural controls
3. Least toxic to non-target organisms
4. Most likely to be permanent
5. Easiest to carry out safely and effectively
6. Most cost-effective
7. Most site-appropriate

They will generate a pest management priority list to optimize a plan of corrective actions (see Appendix for a sample 'IPM Priorities' checklist as a resource for many preventative and corrective measures). IPM **School IPM Coordinator** will assign and contact the appropriate staff to carry out individual tasks on the checklist.

All controls that are actually implemented should be documented in the log by the **Pest Management Professional** (see Appendix for sample 'IPM Pest Activity Monitoring and Control Log').

8. Notification, Posting, and Re-Entry

It is important to keep the school community informed of the school's implementation of the School IPM Plan. Accordingly, this section outlines the:

- annual notification of School IPM program status.
- pre-notification of planned use and notification of emergency use of non low impact pesticides.
- posting requirements for areas inside and out that are treated with pesticides.
- re-entry requirements for areas inside and out that are treated with pesticides.

Annual Notification

The School IPM Coordinator will prepare and post an annual notice of school IPM program status to parents or guardians of each student enrolled at the school, and all staff members at the beginning of each school year. Once the annual notice has been posted, the **School IPM Coordinator** will also give this information to new staff or the parents/guardians of new students upon their arrival.

The Appendix has a sample 'Annual School IPM Program Notification Letter to Parents & Staff'. **New Jersey law requires** that this notice shall include:

1. a copy of the School IPM policy
2. the name, address, and telephone number of the integrated pest management coordinator of the school or school district
3. a list of any pesticide that is in use or has been used within the last 12 months on school property
4. a statement that:
   (a) the integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property;
   (b) the label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and

(c) the integrated pest management coordinator is available to parents, guardians, and staff members for information and comment;

5. the time and place of any meetings that will be held to adopt the school integrated pest management policy; and
6. the following statement:

"As part of a school pest management plan, (insert school name) may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

Notification and Posting of Non Low Impact Pesticide Use

There are two situations when non low impact pesticides may be used on school property; when it is pre-planned and when it is an emergency.

1. Pre-Notification and Posting of Planned Non Low Impact Pesticide Use:
   At any time of the year when children may be present, the school will issue prior notification of all non-low impact pesticides to be used. Specifically, **the School IPM Coordinator** will issue notice to all staff, and parents/guardians of each student enrolled at the school. The area where the pesticide will be applied will be posted at least 72 hours prior and 72 hours following the application.
2. Emergency Use Notification and Posting for Non low Impact Pesticide Use:
   When an emergency application of pesticides is required, **the School IPM Coordinator** will issue notice of emergency use of non low impact pesticides used to all staff, and parents or guardians of each student enrolled at the school within 24 hours after the application or on the morning of the next school day, whichever is earlier. The reason for the emergency and any measures that will be taken so that emergency pesticide use may be avoided in the future may be included. The area where the pesticide is applied will be posted at the time of application, and will remain posted for 72 hours following the application.

In either situation, the school is **required by law to make NJDEP-prescribed notification and posting** as described below. The Appendix contains sample written notification forms, 'Pre-Notification of the Use of Pesticides' (72 hour pre-notification) and **'**Emergency Pesticide Use Notification'**,** and a sample posting sign (for indoors & outdoors) 'Notice of Pesticide Application'. The specific 'what', 'how' and 'where' requirements of the law that will be followed on School property on posting and notification follows:

What: In either planned or emergency applications of non low impact pesticides, **New Jersey law requires** content of both notification and posting as follows:

- common name of pesticide,
- EPA registration number,

- EPA statement on sensitive persons: "*Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure"*
- location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- potential adverse effects of product,
- reasons for the application,
- contact information for the IPM Coordinator of the school or school district, and
- further label information or precautions for public safety.

How: In either planned or emergency applications of non low impact pesticides, **the School IPM Coordinator** will advise the parents and guardians and staff of the school of pesticide applications by the following method of notification (*check all that apply*).

☐ written note that the students take home (see Appendix for sample notice)
☐ written note that is mailed at least one week prior to the application (see Appendix)
☐ phone call
☐ direct contact
✓ email
✓ website posting

Where: In either planned or emergency applications of non low impact pesticides, **per New Jersey law**, **the School IPM Coordinator** will post signs:

- prominently in or adjacent to the area where the pesticide is to be applied.
- at each entrance to the building or school ground where the pesticide is to be applied.
- that are at least 8.5" by 11".

Re-Entry

If there is application of a low impact pesticide on school property, it will be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extra-curricular activities.

Students cannot enter a pesticide treated area for at least seven hours after the application of a non low impact pesticide, unless the pesticide label states a specific numerical re-entry time that is different than this. The use of low impact pesticides does not require an automatic seven-hour wait; students can re-enter after the pesticide application has dried or settled, or longer if the pesticide label specifies.

9. Record Keeping and Evaluation

Record Keeping

The School IPM Coordinator will maintain records as listed in their outlined role and responsibility for school IPM. An initial meeting will be held between the School IPM Coordinator and Pest Management Professional **prior to the beginning of school** to establish an IPM Log binder for these records.

The following records will be maintained in the IPM Log binder kept in **The School's Main Office**: (*check all that apply*):

✓ Pest Problem Reports

- ✓ Food Services Areas Reports
- ✓ IPM Pest Activity Monitoring and Control Log
- ✓ Indoor Pest Thresholds
- ✓ IPM Priority Checklists
- ✓ Pesticide Application Log
- ✓ Annual School IPM Program Notification Letters to Parents & Staff
- ✓ Pre-Notification of the Use of Pesticides (72 hour pre-notification)
- ✓ Emergency Pesticide Use Notifications
- ✓ School Integrated Pest Management Act Compliance Certification Forms
- ✓ Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'
- ✓ School IPM Report Cards
- ✓ 'Specific service reports will also be placed in the log binder that document particular actions taken by **Ultra Pro Pest Protection**

Evaluation

At least annually, the School IPM Plan and School IPM Program will be evaluated. This necessarily includes review of all records in the IPM log binder. Program evaluation involves reviewing monitoring data, actions taken, treatment impacts and effectiveness, and any other relevant observations. These records will provide information on previous and current pest populations and which strategies were applied. Comparing data will clearly indicate which pest management strategies were most effective for the amount of time and money spent. IPM practices and procedures will be modified, if necessary, based on past experience, results, and gained knowledge.

This evaluation will be coordinated by **Gregory Romero, Jr Director of Buildings and Grounds**. The participants in the evaluation will be: Michael Suriano of **Ultra Pro Pest Protection, Inc**. A written evaluation is to be completed by **the beginning of the school year** If the school is using a contractor, the School IPM Coordinator will meet with the pest control contractor to evaluate the success or failure of this IPM Plan.

The following issues will be addressed during the evaluation of the School IPM Plan and Program (*check all that apply*):

- ✓ adequacy of pest control indoor and outdoor
- ✓ areas of concern
- ✓ sanitation issues
- ✓ building maintenance issues
- ✓ new less toxic pest control tactics
- ✓ adequate support by all members of the community
- ✓ adequacy of thresholds
- ✓ revise integrated pest management priorities

Following evaluation, the School IPM Plan will be revised by **School IPM Coordinator** accordingly.

APPENDICES

A Model Integrated Pest Management Policy for New Jersey Schools

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. **Mahwah Township Public Schools** shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how **Mahwah Township Public Schools** will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The **District Superintendent** shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The IPM Coordinator of Mahwah Township Public Schools, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory references

The School Integrated Pest Management Act of 2002
N.J.A.C. Title 7 Chapter 30 Subchapters 1-12
Pesticide Control Act of 1971

Revised 9/12/03

Pest Problem Report

Date:_____
To: School IPM Coordinator
From:_____
Subject: Pest Problem Report

Date and time witnessed problem:_____
Location (Building name/Room #/name/outdoor area):_____

I have seen either pests or signs of pest activity as checked below:

Insect and spider pests:

- ☐ Ants
- ☐ Flies
- ☐ Lice
- ☐ Fleas
- ☐ Spiders
- ☐ Cockroaches
- ☐ Termites
- ☐ Firebrats, silverfish, & booklice
- ☐ Pantry pests: adult moths, larvae in foodstuffs
- ☐ Wasps, hornets, or bees
- ☐ Spider webs
- ☐ Droppings
- ☐ Damaged wood
- ☐ Mud tunnels
- ☐ Piles of wings near windows
- ☐ Frass: Debris or excrement produced by insects; for example, chewed wood debris from carpenter ants. Includes suspicious piles of fine dust or powder.
- ☐ Wasp mud or paper nests
- ☐ Eggs and egg sacs
- ☐ Silk shelters and cocoons
- ☐ Holes in fabric

Mice and other rodents:

- ☐ Droppings
- ☐ Urine stains
- ☐ Tracks (in dust or soft, moist soil)
- ☐ Gnawing damage
- ☐ Burrows next to walls around the exterior of structure
- ☐ "Runways" (areas where rodents frequently run, usually along walls, where there is an absence of dust or dirt)
- ☐ Grease marks along walls next to runways (from oil and dirt on rodent fur)
- ☐ Live rodents
- ☐ Dead rodent (please call immediately!)
- ☐ Rodent odors (especially mice); strong odor if dead

Food Services Report

School:_____

Completed by:_____

Week Date:_____

	Sanitation Inspection (s=satisfactory; u =unsatisfactory)					Monitors installed	Monitors checked	Roach Activity	Rodent Activity	Maintenance Needed	Comments (trap numbers/counts)
	M	T	W	Th	F						
Cooking Areas											
Prep Area											
Serving Area (cafeteria line)											
Drink Dispensers/ Machines											
Salad Bar											
Food Storage Area											
Supply Closet/Area											
Dishwasher/ Sink Area											
Restroom(s)											
Vending Machine Area											
Dining Area											

Integrated Pest Management
Pest Activity Monitoring and Control Log

School:_____ Month/Year:_____

Pest Activity (monitoring, sightings, & complaints)			Control Measures		Check one	
Date & time	Location: Bldg. #/ Room #/Specific Location/Trap Type & Number	Type & Number of Pest(s) Sighted	Date	Action Taken	School Staff	Pest Contractor

Sample Indoor Pest Thresholds

(revise to your own levels)

Pest	Classrooms/ Public Areas	Storage/ Maintenance Areas	Infirmary	Kitchen/ Cafeteria	Grounds
Ants (common house)	5/room	5/100 ft^2 in 2 successive periods	1/room	3/room	2 mounds/yard
Ants (carpenter)	3/room	3/room	1/room	2/room	1 nest within 25 ft.
Bees (honey)	1/room	3/room	1/room	1/room	If children threatened
Bees (bumble)	1/room	3/room	1/room	1/room	If children threatened
Bees (carpenter)	1/room	3/room	1/room	1/room	If children threatened; 1 carpenter bee/5 linear feet
Cockroaches	1/room	5/room	1/room	1/room	If noticeable or invading
Crickets	3/room	10/room	1/room	2/room	If nuisance
House Flies	3/room	5/room	1/room	1/room	5/trash can; 10/dumpster
Lice (head or body)	*Take no action, refer to nurse*				
Mice	1/room	1/room	1/room	1/room	Burrows or activity in any student area
Rats	1/room	1/room	1/room	1/room	Any burrows/activity
Silverfish	1/room	2/room	1/room	2/room	N/A
Centipede	1/room	2/room	1/room	2/room	N/A
Spiders (poisonous)	1/room	1/room	1/room	1/room	1/activity area
Spiders (others)	1/room	3/room	1/room	1/room	Only if nuisance
Wasps, Hornets, Yellowjackets	1/room	1/room	1/room	1/room	10/10 minutes at trash; 1 if threatening children

Source: Maryland Department of Agriculture Pesticide Regulation Section. "Action Thresholds in School IPM Programs" Supplemental Materials for Integrated Pest Management - IPM Training Manual. Printed May 2000. Accessed 4/27/04 at http://www.mda.state.md.us/plant/ipmacthr.pdf. Now posted @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/ActionThresh.pdf

IPM Priorities Checklist
for Mahwah Township Public Schools

Date Generated: 7/9/26 **By: Gregory Romero, Jr (Director of Buildings and Grounds)**

The following is a checklist of pest prevention and control measures that may be necessary in key areas throughout the school facility. This list should be used by the School IPM Coordinator as a working document to keep track of priorities for pest management at the school by location and responsible party. Check all that apply. Indicate responsible party for fixing the problem at location(s) listed. Use and attach maps as key for locations if necessary. It should be first completed after the preliminary site assessment of the School. Update and revise as needed.

Priorities	Responsible Party	Location(s): name or map key
INDOORS		
Entryways (including doorways, overhead doors, windows, holes in exterior walls, electrical fixtures, openings around pipes, drains, ducts and loading docks)		
□ close doors which are propped or left open; advise staff	Custodial	
□ install weather-stripping and door sweeps	Maintenance	
□ caulk and seal wall cracks and crevices	Maintenance	
□ install screens in doors and windows and keep them in good repair	Custodial	
□ keep shrubs, grass, and mulches at least one foot away from buildings	Maintenance	
□ eliminate food waste and debris from loading docks	Custodial	
Classrooms and Offices (including classrooms, laboratories, libraries, administration offices, auditoriums, gymnasiums, hallways, and stairways)		
□ allow food and beverages in designated areas only (see below)	Custodial	
□ prohibit the extended storage of food in desks and lockers	Teacher	
□ regularly clean lockers and desks	Custodial	
□ lockers are emptied & cleaned twice a year: at winter break and at the end of each school year	Custodial	
□ store craft supplies and pet food in tightly sealed containers	Teacher	
□ inspect plants and animals (for example: science projects, houseplants) regularly for pest problems; maintain animal cage cleanliness	Teacher	
□ keep areas as dry as possible by fixing dripping faucets and leaks, and removing standing water and water-damaged or wet materials.	Maintenance	
□ traps:	Pest Professional	
□ monitors:	Pest Professional	
□ low impact pesticide application (only if /where necessary):	Pest Professional	
□ non low impact pesticide application (only if/where necessary):	Pest Professional	
Waste Disposal and Recycling Areas (including garbage cans, dumpsters, recycling bins, and outdoor garbage storage areas)		

□ secure dumpsters with heavy, tight-fitting lids	Custodial	
□ clean the outsides of dumpsters regularly; check and clean up spills	Custodial	
□ dispose of food wastes securely in tightly secured plastic bags	Custodial	
□ clean in, under, and around recycling bins routinely	Custodial	
□ remove recyclables to outside disposal frequently	Custodial	
□ all waste receptacles are lined with plastic bags	Custodial	
□ garbage cans are emptied daily	Custodial	
□ stored waste is collected and moved off site at least [insert: once/twice] weekly	Custodial	
□ traps:	Pest Professional	
□ monitors:	Pest Professional	
□ low impact pesticide application (only if /where necessary):	Pest Professional	
□ non low impact pesticide application (only if/where necessary):	Pest Professional	
Food Preparation and Serving Areas (including cafeteria, kitchen, teacher's lounge, home economics room, snack area, vending machines, food storage areas, and walk-in coolers)		
□ store food, beverages and food wastes in tightly sealed, lidded containers that are inaccessible to pests	Teacher	
□ remove food waste daily	Custodial	
□ screen vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways	Maintenance	
□ keep area clean and dry by sweeping and mopping	Custodial	
□ keep area clean by quickly disposing of food waste	Teacher	
□ keep clean work areas with coffee machines, and microwave and toaster ovens	Custodial	
□ keep area clean by removing clutter	Teacher	
□ keep area clean and dry by fixing leaky pipes and faucets	Maintenance	
□ clean grease traps regularly	Maintenance	
□ remove grease accumulation from all vents/oven/stove surfaces	Food Service	
□ caulk cracks and crevices	Maintenance	
□ clean behind and underneath appliances, coolers, vending machines, and waste disposal units at least monthly	Food Service	
□ floors are cleaned and/or vacuumed daily where food/drink is served.	Custodial	
□ trash and garbage is removed from building premises daily in areas where food/drink is served.	Custodial	
□ traps:	Pest Professional	
□ monitors:	Pest Professional	
□ low impact pesticide application (only if /where necessary):	Pest Professional	
□ non low impact pesticide application (only if/where necessary):	Pest Professional	
□		

Maintenance Room Areas and Areas with Extensive Plumbing (including bathrooms, sinks, utility closets, locker rooms, dish rooms, laboratories, art studios, home economics rooms, pool areas, boiler room, mechanical room, mop room, and pipe chases)		
□ repair leaks and other plumbing problems immediately to deny pests access to water	Maintenance	
□ avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.	Maintenance	
□ clean floor drains routinely	Maintenance	
□ clean mops and buckets promptly, dry buckets and hang mops off of floor above drain	Custodial	
□ seal pipe chases	Maintenance	
□ eliminate piles of clutter	Custodial	
□ remove trash regularly	Custodial	
□ traps:	Pest Professional	
□ monitors:	Pest Professional	
□ low impact pesticide application (only if /where necessary):	Pest Professional	
□ non low impact pesticide application (only if/where necessary):	Pest Professional	

OUTDOORS		
Typical Pests; Mice and rats. Turf pests; broad leaf and grassy weeds, insects such as beetle grubs or sod web worms, diseases such as brown patch, and vertebrates such as moles. Ornamental plant pests, plant diseases, and insects such as thrips, aphids, Japanese beetles, and bag worms.		
Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters		
□ Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.	Custodial	
□ Secure lids on trash containers.	Custodial	
□ Repair cracks in pavement and side walks.	Maintenance	
□ Provide adequate drainage away from the structure and on the grounds.	Maintenance	
□ Low impact pesticide application:	Pest Professional	
□ Non low impact pesticide application:	Pest Professional	
Turf (lawns, athletic fields, and playgrounds.)		
□ Maintain healthy turf by selecting a mixture of turf types (certified seed, sod, or plugs) best adapted for the area.	Maintenance	
□ Check Rutgers Cooperative Extension for recommendations on turf types, management practices, or other information.	Maintenance	
□ Raise mowing heights for turf to enhance its competition with weeds; adjust cutting height of mower, depending on the grass type; sharpen mower blades; and vary mowing patterns to help reduce soil compaction.	Maintenance	
□ Water turf infrequently but sufficiently during morning hours to let turf dry out before nightfall; let soil dry slightly between waterings.	Maintenance	

□ Provide good drainage, and periodically inspect turf for evidence of pests or diseases.	Maintenance	
□ Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.	Maintenance	
□ Have soil tested to determine pH and fertilizer requirements.	Maintenance	
□ Use a dethatcher to remove thatch. Do this in early fall or early spring when the lawns can recover and when over seeding operations are likely to be more successful.	Maintenance	
□ Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.	N/A	
□ Seed over existing turf in fall or early spring.	Maintenance	
□ low impact pesticide application (only if /where necessary):	N/A	
□ non low impact pesticide application (only if/where necessary):	N/A	
Ornamental Shrubs and Trees		
□ Choose the right plant for the right place by consulting the Rutgers Cooperative Extension agents (see 'commercial clients' phone listings @ http://www.rce.rutgers.edu/mastergardeners/helplines.asp) for your County.	Maintenance	
□ Diversify landscape plantings—when large areas are planted with a single species of plant, a pest can devastate the entire area.	Maintenance	
□ Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.	N/A	
□ If using fertilizer, use the correct one at the suitable time, water properly, and reduce compaction.	N/A	
□ Prune branches for growth and structure, and to prevent access by pests to structures.	Maintenance	
□ Use the appropriate pest-resistant variety (check with your local Cooperative Extension Service).	Maintenance	
□ Correctly identify the pest in question. When in doubt, send several specimens to your local Rutgers Cooperative Extension County office or the Plant Diagnostic lab. Once the pest is identified, recommendation can be made.	Pest Professional	
□ Use pheromone traps as a time saving technique for determining the presence and activity periods or certain pest species.	Pest Professional	
□ Select replacement plant material from disease-resistant types being developed by plant breeders throughout the country.	Maintenance	
□ Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.	Maintenance	
□ low impact pesticide application (only if /where necessary):	N/A	
□ non low impact pesticide application (only if/where necessary):	N/A	

Pesticide Application Log

School:_____ **Year:**_____

Notice: Check one		Notification to Parents/ Guardians & Staff	Date & Time of Application	Location	Targeted Pest	Pesticide Trade Name & Active Ingredient (i.e., common name)	EPA Registration Number
Scheduled	Emergency						

Directions for Completing Pesticide Application Log:

Purpose: The 'Pesticide Application Record' Log will be used to compile an ongoing list of all pesticides applied at the school. It will be supplied to the public upon request. It will also be submitted with the annual notification of school IPM program status to parents and guardians of all students enrolled at the school, and staff.

Responsible Party: **Ultra Pro Pest Protection** will complete the 'Pesticide Application Record'. It will remain on file with **the School IPM Coordinator** and will be located at **School's Main Office.**

How to Fill Out:

1. Notice: For non low impact pesticide applications only, place a checkmark in either standard or emergency notice as applicable.
   a. Standard notice is 72 hours prior to the application of the pesticide.
   b. Emergency notice is within 24 hours or the next day (whichever is sooner) after the application.
2. Date of notification: For non low impact pesticides, insert when notice was released to parents and guardians of all students, and staff. For low impact pesticides, insert NA for 'not applicable'.
3. Date and time of application: Date that the application actually occurred.
4. Location should include:
   a. For indoors: the building name or number; room name or number; other specific location such as hallways.
   b. For outdoors: location relative to building(s); or the field name or use; other description.
5. Targeted pest as identified by sighting, monitoring, or sampling of pest.
6. Write the pesticide brand name as it appears on the label of the product. Write the active ingredient(s) as listed in the 'percent ingredients' section of the pesticide label; this is the same thing as the 'common name' of the pesticide.
7. Write the EPA Registration Number of the pesticide product as found on the product label. It is typically written as 'EPA Reg. Number' OR 'EPA Reg. #".

When to Fill Out:

1. Complete as soon as possible after the pesticide is actually applied at the location.

Annual Integrated Pest Management Notice
For School Year 2026-2027

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. **Mahwah Township Public Schools** has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for **Mahwah Township Public Schools** is:

Name of IPM Coordinator: **Gregory Romero, Jr (Director of Buildings and Grounds)**

Business Phone number: **201-762-2402**

Business Address: **60 Ridge Road, Mahwah NJ 07430**

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan **Mahwah Township Public Schools** may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- **A copy of the school or school district's IPM policy.**
- **The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.**
- **A list of pesticides that are in use or that have been used in the past 12 months on school property.**

Pre-Notification of the Use of Pesticides

(This notice should be received at least 72 hours prior to pesticide use)

Date:_____

To: Parents and guardians of students, and staff of: _____

From: IPM Coordinator _____Phone Number:_____

Subject: Notification of the Use of Non Low Impact Pesticides

This notice is to advise you that the following pesticide(s) will be used at [insert name of school]:

Pesticide Common Name		
Pesticide Trade Name		
EPA Registration Number		

Location of the pesticide application:_____

Reason for the pesticide application:_____

If an <u>indoor</u> application, the date and time it is planned:

DATE_____ TIME_____

If an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE_____ DATE_____ DATE_____

Description of the possible adverse effects of the pesticide as per the Material Safety Data Sheets for the pesticides to be used, if available:

_____

_____

Pesticide product label instructions and precautions related to Public Safety.

_____

_____

_____

Note: By law, we must advise you that: *The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

EMERGENCY PESTICIDE USE

To: Parents or guardians of students and staff of: _____

From: IPM Coordinator:_____**Phone Number**: _____

Subject: Emergency Pesticide Use Notification

This notice is to advise you that the following non low impact pesticide(s) were used at

[*insert name of school*]_____:

Pesticide common name		
Pesticide trade name		
EPA registration number		

Location of the pesticide application:_____

The date and time the indoor or outdoor application took place: _____

Reason for the pesticide application: _____

Description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member:

_____

_____

_____

If applicable, description of steps to be taken to avoid emergency use of pesticides for this problem in the future:

_____

_____

Description of the possible adverse effects of the pesticide(s) as per the Material Safety Data Sheets for the pesticide(s) to be used, if available:

_____

_____

_____

Pesticide product label instructions and precautions related to Public Safety:

_____

Note: As required by law, we must advise you: *"The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

School Integrated Pest Management Act Compliance Certification Form

Name of School _____
PLEASE PRINT CLEARLY

Address _____
PLEASE PRINT CLEARLY

School Integrated Pest Management Coordinator _____
PLEASE PRINT CLEARLY

When a commercial pesticide applicator requests an integrated pest management coordinator to certify that the school has met the necessary notification and posting requirements for a pesticide application on school property, the signature of the integrated pest management coordinator on this form shall be required as a condition for the application of the pesticide.

Statement certifying compliance:

"I hereby certify that I am the School Integrated Pest Management Coordinator for the school named above, and further certify that this school has met all of the notification and posting requirements necessary for the following application of a pesticide other than a low impact pesticide, on this school's property."

Business or pesticide applicator performing the application: _____

Application date and time if indoor application: _____

If an outdoor application, three proposed dates in chronological order: _____

Description of application location (room number/name, specific playing field or outdoor location):

Pesticides to be used:

_____

_____

Integrated Pest Management Coordinator:

_____
SIGNATURE DATE

NOTICE OF PESTICIDE APPLICATION

For further information regarding this notice please contact the School IPM Coordinator:

_____ Phone Number:_____
Name

The following pesticides will be used at [*insert name of school*]:_____

Pesticide Common Name	Pesticide Trade Name	EPA Registration Number
Pesticide Common Name	Pesticide Trade Name	EPA Registration Number

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."

Location of the pesticide application:_____

Reason for the pesticide application:_____

If an <u>indoor</u> application the date and time it is planned:

DATE_____ TIME_____

In the case of an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE_____ DATE_____ DATE_____

Description of the possible adverse effects of the pesticides as per the Material Safety Data Sheets for the pesticides to be used, if available:

_____

_____

_____

Pesticide(s) product-label instructions and precautions related to Public Safety:

_____

*Key Requirements of the New Jersey School IPM Act**

RUTGERS COOPERATIVE EXTENSION
Department of Extension Specialists

The New Jersey School Integrated Pest Management (IPM) Act was adopted on December 12, 2002. Its purpose is to provide safe and effective pest management and to minimize the use of pesticides in and around school buildings. The eight key requirements of the Act are outlined below.

1. Requires the development of a **model School IPM policy** by December 12, 2003 by the New Jersey Department of Environmental Protection (NJDEP) in cooperation with the New Jersey School Boards Association, the Commissioner of Education, and Rutgers Cooperative Extension (RCE). (*See New Jersey School IPM webpages @ http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm).*

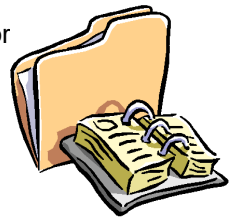
2. Requires the superintendent of each public school district for each school in the district, the board of trustees of a charter school, or the principal or chief administrator of a private school to **adopt and implement a School IPM Policy** for the school property consistent with the model policy cited above. The adoption and implementation of a model policy by public, charter, and private schools (K through 12) must occur by **June 12, 2004**. (*See New Jersey School IPM webpages @ http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm).*



3. Requires the **appointment of an IPM Coordinator** to implement the School IPM Policy adopted by each local school board, charter school, and private school.

4. Requires keeping **records of pesticide applications used on school property** at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites.

5. Requires **annual notification of the School's IPM Policy** to all staff and parents or guardians of each student enrolled at the school to include:
   - ☐ the policy,
   - ☐ a list of any pesticide that is in use or has been used within the last 12 months on school property,
   - ☐ information on school IPM policy meetings scheduled, and
   - ☐ contact information for the IPM Coordinator of the school or school district.

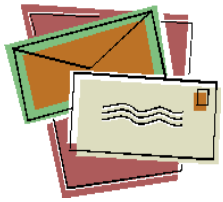


   See law for more notification specifics. This information is also to be provided to new school staff members and students.

6. Requires **prior notification of all pesticide use** (all non-low impact** pesticides) to all staff and parents or guardians of each student enrolled at the school, at least 72 hours before the use of pesticides on school property. Also requires **posting of signs** of this information at least 72 hours prior to the application. These requirements apply at any time of the year children may be present.

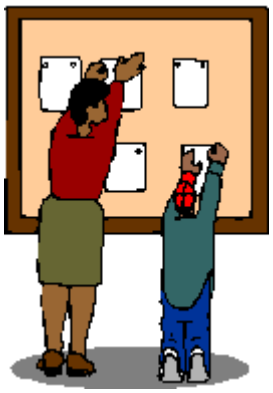
   Method of notification:

   - ☐ written note: students take home
   - ☐ written note is mailed at least one week prior,
   - ☐ phone call,
   - ☐ direct contact, or
   - ☐ email.



   Posting of Signs:

- ☐ **placement**: prominent in/adjacent and at entrance to treatment area (school building or school grounds entrances, for example).
- ☐ **time posted**: from 72 hours prior to 72 hours after treatment
- ☐ **size**: at least 8.5" by 11".



Content of notification and signs:

- ☐ common name of pesticide,
- ☐ EPA registration number,
- ☐ EPA statement on sensitive persons (see Act above for wording)
- ☐ location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- ☐ potential adverse effects of product,
- ☐ reasons for the application,
- ☐ contact information for the IPM Coordinator of the school or school district, and
- ☐ further label information or precautions for public safety.

7. **Emergency application of a non-low impact pesticide** may only be made when the health or safety of a student or staff member is threatened.

   Requirements:

   Post-application notice (content and method of notification as described above in 6 for non-low impact pesticide use) to parent or guardians of students and staff must be made within the earlier of either 24 hours or the next school day. The reason for the emergency and measures how this will be avoided in the future may be included.

   Posting of signs (as described above for non-low impact pesticide use) must be made from the time of application until 72 hours after treatment.

8. **Timing of Pesticide Applications**:



Applications of non low impact pesticides shouldn't be made when students are present on school property unless there is a separate ventilation system for the treated and the untreated areas, and smoke or fire doors separating the areas. Further, applications of non low impact pesticides on school property must be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours must be allowed prior to student re-entry on school property.

If there is application of a low impact pesticide on school property, it must be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extra-curricular activities.

Prepared by Patricia D. Hastings, Program Associate - Pest Management; hastings@aesop.rutgers.edu and George C. Hamilton, PhD, Extension Specialist in Pest Management; Hamilton@aesop.rutgers.edu Phone: (732) 932-9801. Download this Fact Sheet online http://www.rce.rutgers.edu/pubs/pdfs/fs001.pdf

Make sure to see the **School IPM Act text for the specific requirements @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/index.htm. Also provides helpful resources & contacts.*

***'Low impact pesticides are specifically defined in the School IPM Act. Get a printable version of this information sheet and the lists of low impact materials online @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/schoolipmact.htm.*

4/22/04

School IPM ACT

CHAPTER 117

AN ACT concerning the implementation of integrated pest management policies in public and private schools, and supplementing Title 13 of the Revised Statutes.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

C.13:1F-19 Short title.

1. This act shall be known and may be cited as the "School Integrated Pest Management Act."

C.13:1F-20 Findings, declarations relative to the "School the Integrated Pest Management Act."

2. The Legislature finds and declares that in 1992, the National Parent Teacher Association passed a resolution calling for the reduced use of pesticides in schools and calling on policy makers to consider all possible alternatives before using any pesticides; that the National Education Association and many national public interest organizations have announced support for reducing or eliminating pesticide use in schools; that the State, as well as 87 local government entities throughout the State, have adopted integrated pest management policies for their buildings and grounds; that childhood cancer is continuing to increase at the alarming rate of one percent per year; that the overall incidence of childhood cancer increased 10 percent between 1974 and 1991, making cancer the leading cause of childhood death from disease; and that approximately 4,800,000 children in the United States under the age of 18 have asthma, the most common chronic illness in children, and the incidence of asthma is on the rise.

The Legislature further finds and declares that children are more susceptible to hazardous impacts from pesticides than are adults; that numerous scientific studies have linked both cancer and asthma to pesticide exposure; that the United States Environmental Protection Agency has recommended the use of an integrated pest management system by local educational agencies, which emphasizes nonchemical ways of reducing pests, such as sanitation and maintenance; that integrated pest management is an effective and environmentally sensitive approach to pest management that relies on common sense practices; that integrated pest management programs use current, comprehensive information on the life cycles of pests and their interaction with the environment, and that this information, in combination with available pest control methods is used to manage pest damage with the least hazard to people, property and the environment and by economical means; and that integrated pest management programs take advantage of all pest management options possibly including, but not limited to, the judicious use of pesticides; that a notification process should be established for schools under which each student, parent, guardian, staff member, and teacher shall be notified of a pesticide application; that parents and guardians have a right to know that there is an integrated pest management system in their children's schools; that an integrated pest management system provides long-term health and economic benefits; and that parents and guardians should have a right to be notified in advance of any use of a pesticide in their children's schools.

The Legislature therefore determines that it is in the public interest of all of the people of New Jersey that the schools in this State establish an integrated pest management policy.

C.13:1F-21 Definitions relative to the "School Integrated Pest Management Act."

3. As used in this act:

"**Charter school"** means a school established pursuant to P.L.1995, c.426 (C.18A:36A-1 et seq.).

"**Commissioner"** means the Commissioner of Environmental Protection.

"Department" means the Department of Environmental Protection.

"Integrated pest management coordinator" or **"coordinator"** means an individual who is knowledgeable about integrated pest management systems and has been designated by a local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, as the integrated pest management coordinator pursuant to section 5 of this act.

"**Low Impact Pesticide"** means any pesticide or pesticidal active ingredient alone, or in combination with inert ingredients, that the United States Environmental Protection Agency has determined is not of a character necessary to be regulated pursuant to the "Federal Insecticide, Fungicide, and Rodenticide Act," 7 U.S.C. s.136 et seq. and that has been exempted from the registration and reporting requirements adopted pursuant to that act; any gel; paste; bait; antimicrobial agent such as a disinfectant used as a cleaning product; boric acid; disodium octoborate tetrahydrate; silica gels; diatomaceous earth; microbe-based insecticides such as bacillus thuringiensis; botanical insecticides, not including synthetic pyrethroids, without toxic synergists; and biological, living control agents.

"Pesticide" means any substance or mixture of substances labeled, designed, intended for or capable of use in preventing, destroying, repelling, sterilizing or mitigating any insects, rodents, nematodes, predatory animals, fungi, weeds and other forms of plant or animal life or viruses, except viruses on or in living man or other animals. "Pesticide" shall also include any substance or mixture of substances labeled, designed or intended for use as a defoliant, desiccant or plant regulator.

"School" means any public or private school as defined in N.J.S.18A:1-1.

"School integrated pest management policy" means a managed pest control policy that eliminates or mitigates economic, health, and aesthetic damage caused by pests in schools; that delivers effective pest management, reduces the volume of pesticides used to minimize the potential hazards posed by pesticides to human health and the environment in schools; that uses integrated methods, site or pest inspections, pest population monitoring, an evaluation of the need for pest control, and one or more pest control methods, including sanitation, structural repair, mechanical and biological controls, other nonchemical methods, and when nonchemical options are ineffective or unreasonable, allows the use of a pesticide, with a preference toward first considering the use of a low impact pesticide for schools.

"School pest emergency" means an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member.

"School property" means any area inside and outside of the school buildings controlled, managed, or owned by the school or school district.

"**Staff member"** means an employee of a school or school district, including administrators, teachers, and other persons regularly employed by a school or school district, but shall not include an employee hired by a school, school district or the State to apply a pesticide or a person assisting in the application of a pesticide.

"Universal notification" means notice provided by a local school board, a board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to all parents or guardians of children attending a school, and staff members of a school or school district.

C.13:1F-22 Development of model school integrated pest management policy.

4. a. No later than 12 months after the effective date of this act, the commissioner, in consultation with the Commissioner of Education, the New Jersey School Boards Association, and the New Jersey Cooperative Extension of Rutgers, The State University shall develop a model school integrated pest management policy that is based upon recommended integrated pest management plans for schools disseminated by the United States Environmental Protection Agency and that conforms to the rules adopted by the department pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.).

b. No later than 18 months after the effective date of this act, the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or chief administrator of a private school, shall adopt and implement a school integrated pest management policy for the school property consistent with the model policy developed pursuant to subsection a. of this section and that complies with the provisions of this act.

C.13:1F-23 Designation of integrated pest management coordinator.

5. a. Each local school board of a school district, each board of trustees of a charter school, and each principal or chief administrator of a private school, as appropriate, shall designate an integrated pest management coordinator to carry out the school integrated pest management policy required pursuant to section 4 of this act.

b. The integrated pest management coordinator for a school or school district shall:
(1) maintain information about the school or school district's school integrated pest management policy and about pesticide applications on the school property of the school or the schools within the school district;
(2) act as a contact for inquiries about the school integrated pest management policy; and
(3) maintain material safety data sheets, when available, and labels for all pesticides that are used on the school property of the school or of the schools in the school district.

C.13:1F-24 Maintenance of records of pesticide application; notices of policy.

6. a. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall request from the pesticide applicator and shall maintain records of pesticide applications used on school property at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites, and on request, shall make the data available to the public for review.

b. Annually, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall include a notice of the school integrated pest management policy of the school or school district in school calendars or other forms of universal notification.

c. The notice shall include:
(1) the school integrated pest management policy of the school or school district;
(2) a list of any pesticide that is in use or that has been used in the last 12 months on school property;
(3) the name, address, and telephone number of the integrated pest management coordinator of the school or school district;
(4) a statement that: (a) the integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property; (b) the label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and (c) the integrated pest management coordinator is available to parents, guardians, and staff members for information and comment;
(5) the time and place of any meetings that will be held to adopt the school integrated pest management policy; and
(6) the following statement:
"As part of a school pest management plan, (insert school name) may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

d. After the beginning of each school year, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall provide the notice required pursuant to subsection b. of this section to: (1) each new staff member who is employed during the school year; and (2) the parent or guardian of each new student enrolled during the school year.

C.13:1F-25 Permitted use of certain pesticides; notice.

7. a. If a local school board, board of trustees of a charter school or principal or chief administrator of a private school, as appropriate, determines that a pesticide, other than a low impact pesticide, must be used on school property, a pesticide may be used only in accordance with this section.

b. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to a parent or guardian of each student enrolled at the school and each staff member of the school, notice that includes:
(1) the common name, trade name, and federal Environmental Protection Agency registration number of the pesticide;
(2) a description of the location of the application of the pesticide;
(3) a description of the date and time of application, except that, in the case of outdoor pesticide applications, one notice shall include three dates, in chronological order, on which the outdoor pesticide applications may take place if the preceding date is canceled;
(4) a statement that The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "*Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure";*

(5) a description of potential adverse effects of the pesticide based on the material safety data sheet, if available, for the pesticide;
(6) a description of the reasons for the application of the pesticide;
(7) the name and telephone number of the integrated pest management coordinator for the school or the school district; and
(8) any additional label instruction and precautions related to public safety.

c. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by:
(1) written notice sent home with the student and provided to each staff member;
(2) a telephone call;
(3) direct contact;
(4) written notice mailed at least one week before the application; or
(5) electronic mail.

d. If the date of the application of the pesticide must be extended beyond the period required for notice under this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall reissue the notice required under this section for the new date of application.

C.13:1F-26 Posting of sign prior to use of certain pesticides.

8. a. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign that provides notice of the application of the pesticide (1) in a prominent place that is in or adjacent to the location to be treated; and (2) at each entrance to the building or school ground to be treated.

b. A sign required pursuant to subsection a. of this section for the application of a pesticide shall
(1) remain posted for at least 72 hours after the end of the treatment;
(2) be at least 8 ½ inches by 11 inches; and
(3) state the same information as that required for prior notification of the pesticide application pursuant to section 7 of this act.

c. In the case of outdoor pesticide applications, each sign shall include three dates, in chronological order, on which the outdoor pesticide application may take place if the preceding date is canceled due to weather. A sign shall be posted after an outdoor pesticide application in accordance with subsection b. of this section.

d. The requirement imposed pursuant to this section shall be in addition to any requirements imposed pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.), and any rules or regulations adopted pursuant thereto.

C.13:1F-27 Applicability of notice and posting requirements.

9. The provisions of sections 7 and 8 of this act shall apply if any person applies a pesticide, other than a low impact pesticide, on school property, including a custodian, staff member, or commercial applicator. These provisions shall apply to a school during the school year, and during holidays and the summer months, only if the school is in use by children during those periods. During those periods, notices shall be provided to all staff members and the parents or guardians of the students that are using the school in an authorized manner.

C.13:1F-28 Emergency use of certain pesticides; notice requirements

10. a. A pesticide, other than a low impact pesticide, may be applied on school property in response to an emergency, without complying with the provisions of sections 7 and 8 of this act, provided the requirements of subsection b. of this section are met.

b. Within 24 hours after the application of a pesticide pursuant to this section, or on the morning of the next school day, whichever is earlier, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to each parent or guardian of a student enrolled at the school, and staff member of the school, notice of the application of the pesticide for emergency pest control that includes: (1) the information required for a notice under section 7 of this act; (2) a description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member; and (3) if necessary, a description of the steps that will be taken in the future to avoid emergency application of a pesticide pursuant to this section.

c. The local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by: (1) written notice sent home with the student and provided to the staff member; (2) a telephone call; (3) direct contact; or (4) electronic mail.

d. When a pesticide is applied pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign warning of the pesticide application at the time of the application of the pesticide, in accordance with the provisions of section 8 of this act.

e. If there is an application of a pesticide pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall modify the school integrated pest management policy of the school or school district if necessary, to minimize the future emergency applications of pesticides under this section.

C.13:1F-29 Application of pesticides; re-entry period requirements

11. a. A pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities prior to the time prescribed for re-entry to the application site by the United State Environmental Protection Agency on the pesticide label, except that if no specific numerical re-entry time is prescribed on a pesticide label, such a pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities within seven hours of the application.

b. A pesticide, other than a low impact pesticide, shall not be applied in a school building when students are present. Students may not be present in an untreated portion of a school building unless the area being treated with a pesticide, other than a low impact pesticide, is served by a separate ventilation system and is separated from the untreated area by smoke or fire doors.

c. A low impact pesticide may be applied in areas of a school building where students will not contact treated areas until sufficient time is allowed for the substance to dry or settle, or after the period of time prescribed for re-entry or for ventilation requirements on the pesticide label has elapsed.

d. This section shall not apply when pesticides are applied on school property for student instructional purposes or by public health officials during the normal course of their duties.

C.13:1F-30 Immunity from liability of commercial pesticide applicator.

12. A commercial pesticide applicator shall not be liable to any person for damages resulting from the application of a pesticide at a school if the damages are solely due to the failure of the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to provide the notice required prior to the application of a pesticide pursuant to the provisions of section 7, 8, 9, or 10 of P.L.2002, c.117 (C.13:1F-25, C.13:1F-26, C.13:1F-27 or C.13:1F-28).

C.13:1F-31 Development, availability of form for certifying compliance.

13. The department shall develop and make available to commercial pesticide applicators a form which a commercial pesticide applicator may request an integrated pest management coordinator to sign prior to the application of a pesticide, other than a low impact pesticide, on school property. The form developed pursuant to this section shall set forth a certification by the integrated pest management coordinator that the notice and posting requirements for the application of a pesticide established pursuant to section 7 and section 8 of this act, or the posting requirement established pursuant to section 10 of this act, as appropriate, have been complied with. Upon being presented by a commercial pesticide applicator with a form pursuant to this section, the signature of the integrated pest management coordinator shall be required as a condition for the application of the pesticide.

C.13:1F-32 Issuance of administrative order; notice of violation.

14. a. The Department of Environmental Protection may issue an administrative order against a local school board, the board of trustees of a charter school, or a principal or chief administrator of a private school that fails to adopt and implement a pesticide use and school integrated pest management policy in compliance with the provisions of this act. Upon identification of a violation of this act, the department shall issue a notice of violation by certified mail or personal service to the person responsible for the violation that identifies the violation and states that an administrative order may be issued requiring compliance with the act. Any notice of violation or administrative order shall (1) specify the provision or provisions of this act, or the rule or regulation adopted pursuant thereto, of which the person is in violation; (2) cite the action that caused the violation; and (3) require compliance with the provision of this act or the rule or regulation adopted pursuant thereto of which the person is in violation. In addition, any administrative order issued pursuant to this section shall give notice to the person of his right to a hearing on the matters contained in the order. The person shall have 20 days from receipt of the order within which to deliver to the commissioner a written request for a hearing. Subsequent to the hearing and upon finding that a violation has occurred, the commissioner may issue a final order. If no hearing is requested, the order shall become a final order upon the expiration of the 20-day period.

b. The provisions of section 10 of P.L.1971, c.176 (C.13:1F-10) shall not apply to this act.

C.13:1F-33 Rules, regulations.

15. The commissioner shall adopt, pursuant to the provisions of the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), such rules or regulations as are necessary to implement the provisions of this Act.

This act shall take effect immediately. Approved December 12, 2002.