

Integrated Pest Management Plan for North Santiam School District 29J

Revised 04/2026

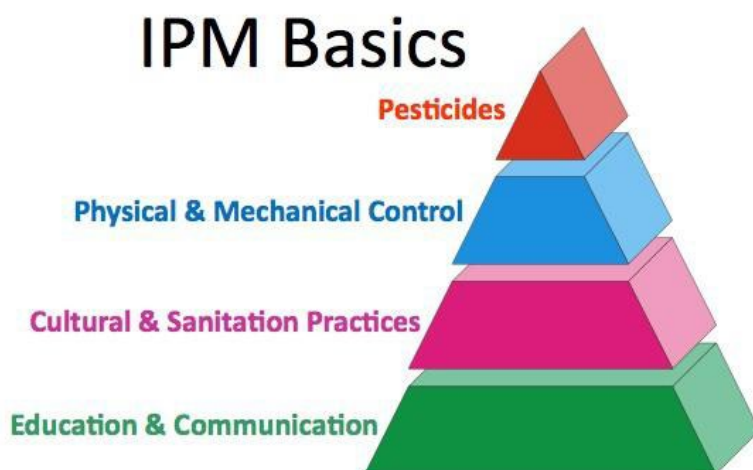
Notes:

Contributions by: Office of Environmental Public Health, Oregon Health Authority; Vonnie Good, Salem-Keizer School District; Patrick Wolfe, Portland Public School District; Doug Lemley, Eugene School District; Rick Stucky, Oregon School Boards Association; Paul Jepson, Oregon State University; Jeff Jenkins, Oregon State University; Jennifer Snyder, Oregon State University.

Periodic updates will be posted at www.ipmnet.org/tim as experience gained through implementation is used to improve this plan.

I. INTRODUCTION

Structural and landscape pests can pose significant problems in schools. Pests such as mice and cockroaches can trigger asthma. Mice and rats are vectors of disease. Many children are allergic to yellow jacket stings. The pesticides used to remediate these and other pests can also pose health risks to people, animals, and the environment. These same pesticides may pose special health risks to children due in large part to their still-developing organ systems. Because the health and safety of students and staff is our first priority – and a prerequisite to learning – it is the policy of North Santiam School District 29J to approach pest management with the least possible risk to students and staff. For these reasons, the North Santiam School District 29J Board of Directors adopts this Integrated Pest Management (IPM) plan for use on the district's campuses.



II. WHAT IS AN INTEGRATED PEST MANAGEMENT PLAN?

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

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

- 1) Protect the health and safety of students, staff, and faculty;
- 2) Protect the integrity of campus buildings and grounds;
- 3) Maintain a productive learning environment; and
- 4) Protect local ecosystem health;

(B) Focuses on preventing pest problems by working to reduce or eliminate pest conducive conditions;

(C) Incorporates methods that mitigate the need to declare a pest emergency;

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

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

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

(G) Excludes the application of pesticides on a routine schedule for purely preventive purposes;

- (H) Excludes the application of pesticides for purely aesthetic purposes;
- (I) Includes school staff education about sanitation, monitoring, inspections, and pest control measures;
- (J) Gives preference to the use of nonchemical pest control measures;
- (K) Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
- (L) Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The above definition is the basis for the North Santiam School District 29J IPM plan. This plan fleshes out the required strategy from ORS 634.700 – 634.750 for North Santiam School District 29J.

Note: As mentioned above, ORS 634.700 allows the routine application of pesticides intended for pest control. To avoid a proliferation of pests and/or unnecessary applications of pesticides, several steps must be taken before **any** “routine” applications are allowed:

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

III. SCHOOL DISTRICT IPM PLAN COORDINATOR

Note: ORS 634.720 states that the Coordinator “must be an employee of the governed district, unit, school, or entity, unless the North Santiam School District 29J Board of Directors delegates pest management duties to an independent contractor.”

A. IPM PLAN COORDINATOR DESIGNATION

The North Santiam School District 29J **Board of Directors** designates the Director of Facilities as the IPM Plan Coordinator. The Coordinator is responsible for:

1. Attending not less than six hours of IPM training each year;
2. Conducting outreach to the school community about the school's IPM plan;
3. Overseeing pest prevention efforts;
4. Assuring that the decision-making process for implementing IPM in the district is followed;
5. Assuring that all notification, posting, and record-keeping requirements are met;
6. Maintaining the approved pesticides list; and
7. Responding to inquiries and complaints about noncompliance with the plan.

B. IPM PLAN OPERATIONS

1. Designate Acceptable Thresholds (pest population density levels)
 - a. A threshold is the number of pests that can be tolerated before taking action. The acceptable threshold for cockroaches, mice, rats, raccoons, cats, dogs, opossums, skunks, and nutria is 0. Acceptable thresholds for pests not listed will be determined by the IPM Plan Coordinator on a case-by-case basis.

2. Inspections
 - a. The IPM Plan Coordinator will conduct routine inspections of different schools throughout the year.
3. Responding to Reports of “Pest of Concern”
 - a. When pests of concern (or their droppings, nests, etc.) are observed, staff should submit a maintenance request in the district’s facilities management software, FMX, and select “Pest Control.”
 - b. Upon receipt of a pest control request submitted through FMX, the IPM coordinator will take the appropriate action to remediate the issue.
 - c. IMPORTANT: If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps. When the IPM Plan Coordinator, after consultation with school faculty and administration, determines that the presence of a pest or pests immediately threatens the health or safety of students, staff, faculty members, or members of the public using the campus, or the structural integrity of campus facilities, they may declare a pest emergency.

IV. REQUIRED TRAINING/EDUCATION

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

A. IPM PLAN COORDINATOR TRAINING

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

B. IPM PLAN STAFF TRAINING

The IPM Plan Coordinator (or designee) will provide training annually for custodial, grounds, maintenance, and nutrition services staff. All other staff will receive a Safe Schools training module annually.

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

Any pesticide application (this includes weed control products, ant baits, and all professional and over-the-counter products) on school property must be made by a licensed commercial or public pesticide applicator. At the beginning of each school year, all faculty, administrators, staff, adult students, and parents will be given a list of potential pesticide products that may be used if other pest management measures are ineffective. They will also be informed of the procedures for notification and posting of individual applications, including those for pest emergencies. This information will be provided to all the above via the district website.

A. Notification and Posting for Non-emergencies

When pest prevention or management through other measures proves ineffective, the use of a low-risk pesticide is permissible.

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

The IPM Plan Coordinator (or a designee of the Coordinator) will give written notice of a proposed pesticide application (via the method most likely to reach the intended recipients) at least 24 hours before the application occurs. The notice must identify the name, trademark, or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of application, and the reason for the application.

The IPM Plan Coordinator (or a designee of the Coordinator) shall place warning signs around pesticide application areas beginning no later than 24 hours before the application and ending no earlier than 72 hours after the application. A warning sign must bear the words "Warning: pesticide-treated area", give the expected or actual date and time for the application, the expected or actual reentry time, and provide the telephone number of a contact person.

B. Notification and Posting for Emergencies

Important Note: *The IPM Plan Coordinator may not declare a pest emergency until after consultation with school faculty and administration.*

The declaration of the existence of a pest emergency is the only time a non-low-impact pesticide may be applied. If a pest emergency is declared, the area must be evacuated and cordoned off before any other steps are taken. If a pest emergency makes it impracticable to give a pesticide application notice at least 24 hours before the application, the IPM Plan Coordinator shall send the notice no later than 24 hours after the application.

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

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

C. Record Keeping of Pesticide Applications

1) PESTICIDE PRODUCT INFORMATION

The IPM Plan Coordinator or designee shall keep a copy of the following pesticide product information on file for at least four years following the application date. These shall include:

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

2) ANNUAL IPM REPORT

In January of each year, the IPM Plan Coordinator will provide the North Santiam School District 29J Board of Directors with an annual IPM report. The report will include a summary of data gathered from Pest work orders, as well as costs for PMPs and pesticides.

VI. APPROVED LIST OF LOW-IMPACT PESTICIDES

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

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

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

LIST OF LOW-IMPACT PESTICIDES

Product Name	EPA Reg. No.	Active Ingredient(s)	Labeled
SureGuard	59639-120	Flumioxazin	Caution
Brushmaster	2217-774	2,4-D ethylhexyl	Caution
Milestone	62719-519	aminopyralid, triisopropylamine salt	Caution
Cornerstone Plus	1381-192	Glyphosate isopropylamine salt	Caution
SpeedZone EW	2217-1053	2,4-D ethylhexyl ester, mecoprop-p, dicamba, carfentrazone-ethyl	Caution
Tzone	2217-976	triclopyr butoxyethyl ester, sulfentrazone, 2,4-D	Caution
Ace Wasp & Hornet Killer	9688-325		Caution
Black Flag Wasp Spray	9688-324		Caution
Terro Fruit Fly Trap	92035-POL-1		Caution
Tom Cat Rat and Mouse Killer	90780-	Bromethalin	Caution
Ace Ant, Roach & Spider Killer	9688-320		Caution
Casoron 4G	400-168	Dichlobenil	Caution
RoundUp Pro Concentrate	524-529	Glyphosate, isopropylamine salt	Caution
Terro Ant Baits	149-8	Sodium tetraborate decahydrate	Caution
Advion Ant Gel	100-1498	Indoxacarb	Caution
Arilon Insecticide	100-1501	Indoxacarb	Caution

Appendices

Appendix 1: Annual IPM Inspection Form.....8-12

Appendix 2: Pesticide Application Notification Form.....13

Appendix 3: Pesticide Warning Sign.....14

Appendix 4: Pesticide Application Record..... 15

Appendix 5:16-17

Appendix 1
North Santiam School District
Annual IPM Inspection Form
(Pests and Pest Conducive Conditions Checklist)

School or Site	
Date	
Inspected by	

Entryways	Yes	No	Not Sure	N/A
Doors closed when not in use				
Doors shut tight and close on their own				
Door sweeps installed so no ¼" gaps				
Cracks & crevices around door are sealed				

If pests are present in the area, write what kind here _____

Notes:

Outside Areas	Yes	No	Not Sure	N/A
Area free from trash, old vehicles, other pest attractants				
All trash cans have secure lids				
Trash cans cleaned regularly				
Site has good drainage and is free from standing water				
Bushes, shrubs, trees at least 18" from building				
Tree branches not overhanging roof				
All dumpsters located away from building				
All dumpsters clean				
No gaps between windows or screens and frame				
Eaves and roofs free from birds, wasps, etc.				
Play structures free from wasp harborage areas				

If pests are present in the area, write what kind here _____

Notes:

Kitchen and Food Preparation Area	Yes	No	Not Sure	N/A
Free of unauthorized pesticides				
Trash emptied daily				
Door sweeps installed so no ¼" gaps				
Floor at every corner is clean and without signs of pests				
Area is free of standing water				
Floor drains and floor sinks are clean				
All faucets close properly and have no leaks or drips				
Under stoves, sinks, and dishwasher kept clean				
No open holes or other access to outside				
Any cracks in walls or floors are sealed properly				
Windows have screens on them				
Vents are free of grease and dirt				
Storage is kept off the floor on wire rack shelving				
Food is put away and stored properly in sealed containers				
Cardboard boxes present				
No long term storage of anything in cardboard boxes				
Pest monitors (sticky traps) are present and dated				
Pest log is posted				
Breaker boxes free of evidence of pests				

If pests are present in the area, write what kind here _____

Notes:

Teacher's Lounge	Yes	No	Not Sure	N/A
Room is free of cloth couches and chairs				
It's clean behind and under microwave				
It's clean under and behind vending machines				
It's clean inside, under, and behind the refrigerator				
All counters clean and free of food bits and such				
Floor at every corner is clean and without signs of pests				
Under sink is kept clean				
Cupboards clean and any food is in sealed containers				
Free of unauthorized pesticides				
Pest monitors (sticky traps) are present and dated				
Pest log is posted				

If pests are present in the area, write what kind here _____

Notes:

Custodial and Custodial Closets	Yes	No	Not Sure	N/A
Area is free of unauthorized pesticides				
Mops are clean and hanging up when not in use				
Closets are free of trash and food				
Custodial closets are in good order and organized				
Trash cans and maid carts are emptied daily and clean				
Break area is clean and free of food, crumbs and trash				
Storage areas free of items stored in cardboard boxes				
Break area free of cloth covered couches and chairs				
Custodians are trained in the IPM process				
IPM records (including pest logs, monitoring trap data, pest management actions, etc.) are on file				

If pests are present in the area, write what kind here _____

Notes:

Boiler Rooms and Fan Rooms	Yes	No	Not Sure	N/A
Free of unauthorized pesticides				
Room is free of standing water				
Room is cleaned regularly				
Room is free of trash and food				
Room is free of storage, especially in cardboard boxes				
Floor drains are clean				
Plumbing is free of leaks and condensation				
Cracks or holes in floors and walls are sealed properly				
Outside air intakes are properly screened & free of trash				

If pests are present in the area, write what kind here _____

Notes:

Classrooms or Offices	Room #	Yes	No	Not Sure	N/A
Free of unauthorized pesticides					
Free of clutter					
Indoor plants healthy and free of pests					
Desks, closets, and cubbies clean and free of food, clutter					
All food items are stored in sealed plastic containers					
Animal or bird cages are clean in and around the area					
Any pet food is stored in sealed plastic containers					
Sinks are free of dripping or standing water					
Gaps or holes under sinks or counters have been sealed					
Holes or gaps to the outside are sealed					
Outside windows and doors close tight and have no gaps					
Window screens (if any) are in good repair					
Nothing (except short-term) is stored in cardboard boxes					

If pests are present in the area, write what kind here _____

Notes:

Classrooms or Offices	Room #	Yes	No	Not Sure	N/A
Free of unauthorized pesticides					
Free of clutter					
Indoor plants healthy and free of pests					
Desks, closets, and cubbies clean and free of food, clutter					
All food items are stored in sealed plastic containers					
Animal or bird cages are clean in and around the area					
Any pet food is stored in sealed plastic containers					
Sinks are free of dripping or standing water					
Gaps or holes under sinks or counters have been sealed					
Holes or gaps to the outside are sealed					
Outside windows and doors close tight and have no gaps					
Window screens (if any) are in good repair					
Nothing (except short-term) is stored in cardboard boxes					

If pests are present in the area, write what kind here _____

Notes:

Classrooms or Offices	Room #	Yes	No	Not Sure	N/A
Free of unauthorized pesticides					
Free of clutter					
Indoor plants healthy and free of pests					
Desks, closets, and cubbies clean and free of food, clutter					
All food items are stored in sealed plastic containers					
Animal or bird cages are clean in and around the area					
Any pet food is stored in sealed plastic containers					
Sinks are free of dripping or standing water					
Gaps or holes under sinks or counters have been sealed					
Holes or gaps to the outside are sealed					
Outside windows and doors close tight and have no gaps					
Window screens (if any) are in good repair					
Nothing (except short-term) is stored in cardboard boxes					

If pests are present in the area, write what kind here _____

Notes:

Other Room:	Yes	No	Not Sure	N/A
Free of unauthorized pesticides				
Room is free of standing water				
Room is free of trash and food				
Room is free of storage, especially in cardboard boxes				
Any food items are stored in sealed plastic containers				
Free of clutter				
Cracks or holes in floors and walls are sealed properly				
Outside windows and doors close tight and have no gaps				
Window screens (if any) are in good repair				

If pests are present in the area, write what kind here _____

Notes:

Appendix 2

Pesticide Application Notification Form

A pesticide application is scheduled for / was performed on:

DATE _____ TIME _____

Pesticide Common Name	Pesticide Trade Name / Type of Pesticide Product	EPA Registration Number

Expected Area of the pesticide application: _____

Expected date of application: _____

Reason for the application:

WARNING

PESTICIDE-TREATED AREA

A pesticide application is scheduled for/was performed on:

DATE _____ **TIME** _____

Expected / Actual reentry time: _____

For further information regarding this notice please contact:

Name

Telephone Number

Template for Annual IPM Report

January ____, 20XX

Report completed by IPM Plan Coordinator

Report submitted to the North Santiam School District 29J Board of Directors and the OSU School IPM Program Coordinator

Notes:

Pages 2 – 3 of this template are to be used by IPM Plan Coordinator to tabulate data from individual schools. This data should then be summed up and input into pages 4 – 5. Data on pages 4 – 5 should be included in the annual report, along with a short written summary of the overall pest management for the year.

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

Short Written Summary of Overall Pest Management for the Year:

DATA FROM INDIVIDUAL SCHOOL (first part)

Name of School _____

Pests, pest-conductive conditions, actions taken, Costs (taken

from pest logs): Number of Pest Sightings Reported:

Small ants _____ Bats _____ Cockroaches _____ Spiders _____ Yellow
Jackets _____ Other _____

Number and Type of Pest Conducive Conditions:

Standing water in Kitchen _____
Window screens missing or
torn _____ Gap under external door _____ Other _____

Number of Actions Taken:

Sanitation – Cleaned up Area _____ Reduced Clutter _____ Set _____ rodent
traps _____ Sealed up hole or crack _____ Fixed
screen _____ Installed _____ external _____ door
sweep _____ Pesticide Application _____

**Breakdown of prevention and management steps taken that
proved to be ineffective and led to the decision to make a
pesticide application:**

Pest Problem and Date(s) _____

Prevention and Management Steps and Date(s): _____

Why Prevention and Management Steps Ineffective: _____

Pesticide Applied and Date: _____

DATA FROM INDIVIDUAL SCHOOL (second part)

Costs (from Pest Logs):

Sticky traps

Mouse traps

Rat traps

Pest Management Professional

Pesticides

Total:

Costs (from Grounds Records):

Propane Fuel for flame weeders

Mole Traps

Pest Management Professional

Pesticides

Total: