



BAYONNE BOARD OF EDUCATION
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To: Anissa Detto, Director of Food Service

From: Scott Nolan, Code Compliance Supervisor
John Phillips, Assistant School Business Administrator

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Re: Integrated Pest Management (IPM)

The New Jersey School Integrated Pest Management Act requires schools to implement a school integrated pest management policy (IPM).

Therefore, the Bayonne School District has implemented a policy – see attached. In short this means that non-pesticide methods are to be used whenever possible. IPM uses a wide variety of practices to reduce pests without the use of toxic pesticides.

The use of non-pesticide methods means that housekeeping and monitoring skills must be at the highest level in order to maintain a pest free environment.

When determined that a pesticide must be used, low impact pesticides and methods shall be used first. All staff will play a role in implementing the policy. Administrators, Principals, Nurses, Teachers, Secretaries, and Custodial Staff will be instrumental in instituting the policy.

I, along with John Phillips, have been given the responsibility of overseeing this program and explaining the role that all of us will have in this program.

By law, the Bayonne Board of Education will have the responsibility of notification and education. All students will receive a notice informing their parents, that the Bayonne Board of Education has implemented an IPM Program with a copy of the actual plan. In addition, each individual school will receive informative brochures for review by staff, that should be posted and readily available at any time. The IPM Policy will also be available for review on the Board of Education website. Again, these are things that are required of us by law.

Principals will have the responsibility of reviewing the policy with parents and teachers at PTA meetings. In addition, Principals will share the responsibility with this office of the annual notification process, posting process, and all other record keeping required by law of us. My office will instruct the individual schools as to what paperwork is required in the event that a non-low impact pesticide must be used. All buildings will be given a red log book to be kept in a safe place. In this book is all the proper notification and posting signs that we are required by law to use, in the event that a non-low impact pesticide must be used.

The annual **pre-notification form** is to go home to parents once a year. (mandatory) The **notice of pesticide application form** is to be posted on every exterior door and the office bulletin board to inform the parents and staff of the pesticide application with the dates on it. (Form D in book – mandatory). The

emergency pesticide application form is a form that is to be sent home notifying the parents that a pesticide had to be used in an emergency situation. This notice must be sent within 24 hours or the next day, whichever is sooner. (Form C in book – mandatory)

Again, keep in mind that these postings and notifications are only necessary in the event that a non-low impact pesticide has to be used. If using a low impact method, no notification is necessary.

All information needed to complete these forms will be provided from this office.

The **school integrated pest management** act compliance form is a form that the exterminating contractor will have the IPM Coordinator sign off on, verifying that all notifications and postings have been done. As notification to all parents is our responsibility. (Form E in book – mandatory). **The commercial applicator record keeping form** is to be filled out by the exterminator and kept on file in the book. All receipts from the exterminator should also be filed in the red book in the inside pocket of the binder. The **pest problem report** is a form that all staff can fill out or use when a problem has been detected. These forms can be forwarded to my office and a cause of action will be determined, after an investigation. (Useful – not mandatory). The **pesticide application log** is a log that will be used to keep an ongoing list of all pesticides used in the school that can be supplied to the public upon request. (Form F –Mandatory). The **food service report** is an inspection form that can be used for reporting troubled areas in food service and kitchen areas. This would only apply to buildings with those areas. (Useful – not mandatory). Please note that all of the forms can be duplicated when needed.

Nurses will consider potential pesticide exposure when evaluating a child's health complaint. School nurses shall have access to material safety data sheets (MSDS) for any chemicals used on school property. In addition, nurses will have the Poison Control Center Hotline phone number on hand (1-800-222-1222) in case acute poisoning is suspected. Nurses shall continue to monitor for head lice and educate the parents and staff about preventing the spread of head lice. All of this information has been forwarded to their Supervisor for distribution to the nurses.

Teachers will be responsible of keeping food and drinks that are in their classrooms in sealed plastic containers. Cardboard storage boxes must be discarded as they are prime breeding areas for bugs. In addition, teachers will report troubled areas to their custodians or principals, so that the proper measures may be taken to rectify the problem. Finally, teachers will pass on literature and postings to their students as it is distributed.

Secretaries will work closely with their principals and my office for the required information to complete the documents in the red book when needed.

Custodians will be responsible for the cleanliness of the building and for reporting troubled areas to the shop. In the event that an exterminator is needed, the engineer or custodian will be responsible for putting any paperwork from the exterminator in the inside flap of the red book as it must be kept on file at all times. In order for the program to be successful, all members of the School Community must be involved. Keep in mind that all staff are expected to follow through with their responsibilities as we will be reviewed randomly by the State and County. The main goal, is to educate, notify, and record keep to be in complete compliance. Initially, the paperwork appears to be overwhelming, but hopefully as the plan falls into place, things will run smoothly. Again we do not have choices, we are mandated by law to comply. If you have any questions, feel free to contact my office. I look forward to working with all of you.