

**Pesticide Application Notice
Lawn Care Products Application Notice Act
and the Structural Pest Control Act**

Registry Form

Please include me in the notification registry. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable.

Parent Name _____

Address _____

Student's Names and Grade

_____ **Grade** _____

_____ **Grade** _____

_____ **Grade** _____

Date _____

Please return this completed form to your child's school or to Dr. Becky Schuchman, 829 West Main Street, Carlinville, IL 62626.

Integrated Pest Management (IPM) Policy for Carlinville CUSD #1

Purpose

An official policy requiring Integrated Pest Management (IPM) to be practiced in school and childcare facilities make it clear to employees and contractors that they must comply with the IPM program. The policy also serves as a guide for the pest manager as he or she makes decisions on pest control.

Policy

It is the policy of this district to implement and practice Integrated Pest Management (IPM) to control pests in buildings and to minimize exposure of students, faculty and staff to pesticides. It is also the policy of this district to notify, in writing, if pesticides are applied, they may not be applied in the presence of children; toys and other items mouthed by children must be removed prior to spraying; and children may not re-enter the treated area for at least two hours or as long as is stated on the product label.

Pests

It is the policy of this district to control pests in the school environment. Pests can pose hazards to human health, damage property, and disrupt learning.

Pesticides

It is the policy of this district to minimize potential exposure to pesticides in the environment. Exposure to pesticides can pose a health risk to students, staff, and others, which can be minimized by practicing IPM. Teachers and staff may not use or keep pesticides in the facilities. Only authorized individuals may purchase or store pesticides.

Regularly scheduled applications or pesticides are not permitted under this IPM policy.

Integrated Pest Management (IPM)

The IPM program at each school district facility will include the following:

- Regular monitoring to identify pest problems
- Preventive actions to reduce pest problems
- Preference for the use of non-chemical methods to address pest problems
- When necessary, the use of least-hazardous chemical controls after non-chemical controls methods have been applied
- Training for staff to facilitate this program

IPM Coordinator

The District Superintendent and Physical Plant Director will be designated as the IPM Coordinators. These individuals will be responsible for overseeing pest control for the district.

Notification

If a pesticide application is deemed to be necessary by the IPM Coordinators, parents or guardians and staff will be notified in writing two business days prior to the pesticide application – this applies to both indoor application of pesticides and outdoor application of pesticides on facility grounds. Antimicrobial (sanitation) agents and insecticide and rodenticide baits are exempt from notification requirements.

Contractors

Any contractor hired by the school district to provide pest control or other services must comply with the facility's IPM and notification policy. They should be knowledgeable about the IPM in School Laws and the use of IPM for structural pest control. Contractors must refrain from routine pesticide spraying, provide detailed service reports with each visit and give recommendation for pest prevention.

Pesticide Application Notification Guidelines

Parent's Right-to-Know

Pesticides are chemicals designed to kill or eliminate pests. Exposure to pesticides during childhood is linked to asthma, some developmental delays and cancer. Although pesticides can endanger the health of any child, children with asthma and other medically sensitive children are more vulnerable to the effects of pesticides.

Illinois law requires public schools to use Integrated Pest Management (IPM) and notify all parents, guardians and staff prior to the indoor application of pesticides. Illinois law also requires schools to notify parents, guardians and staff prior to outdoor application of pesticides or herbicides. This law is designed to increase parent's awareness of their children's environment, enabling them to take steps to protect children's health if they chose.

Notification Requirements

Follow these guidelines when notifying parents, guardians, and staff of plans to apply pesticides:

- **Notify parents and staff in writing before pesticide application.** Notification may appear in newsletters, calendars, bulletins or other correspondence currently published by the school. A separate letter for notification is also acceptable.
- **Send notification at least two business days before pesticide application,** and no more than thirty days before pesticide application.
- **Include the date of pesticide application and the name and contact information for center personnel** responsible for facility management. Consider including the name of the pesticide used and the target pest.
- **EITHER notify all parents OR maintain a registry of parents** who responded to a written invitation to be included on the registry. Parents must be made aware of the registry every year.

Exempt Materials

Applications of the following pesticides are not subject to the notification requirement:

- Antimicrobial agents (e.g. disinfectants, sanitizers, or deodorizers)
- Insecticide baits
- Rodenticide baits

Emergency Pesticide Applications

Prior written notice is not required if there is an imminent threat to health or property. However, written notification must be provided as soon as possible and must include an explanation of the circumstances that gave rise to the emergency.

Regularly Scheduled Applications

Regularly scheduled pesticide applications are not part of an IPM program. Therefore, creating a calendar of pre-scheduled pesticide applications to notify parents, renters and staff is not acceptable for notification.

PEST EMERGENCY PROTOCOL FORM

There may be circumstances whereby the presence of a specific pest in a specific circumstance poses an unacceptable risk to student or staff health. These circumstances may require prompt attention – where action may need to be taken without any delay associated with notification.

The facility should create procedures for identifying emergency circumstances and take the safest, most appropriate action.

The following individuals are authorized to decide if a circumstance rises to the challenge of an emergency:

Name	Title	Phone Number
Dr. Becky Schuchman	Superintendent	217/854-9823
Jon Klaus	Physical Plant Director	217/854-3104

Pest Emergency Steps:

1. Conference call or brief meeting of authorized decision-makers listed above to determine if the circumstance rises to an emergency considering the following circumstance:
 - a. Pest presents an imminent risk to public health.
 - b. The delay associated with notification would lead to significantly greater harm from the pest.
 - c. Risk from the pest is greater than risk from the pesticide.
 - d. The pesticide can be used in a way to reduce harm to public health.]
2. IPM Coordinators or other authorized individuals sign off on a request to use pesticides.
3. After the emergency has been averted, schedule a meeting with the IPM Coordinators, pest management professional and other relevant staff is called to discuss the problem and how it can be avoided next time.
4. Parents, guardians, and staff receive notification of pesticide use as soon as possible after emergency has been averted.
 - a. Notification describes what was used and the conditions that gave rise to the emergency.
 - b. Copy of notification and information about pesticide used are filed in this binder.

IPM Coordinator Role & Responsibilities

General Description:

The IPM Coordinators are an essential part of a successful IPM Program. She/he will facilitate communication and ensure the school's pest management decisions and actions adhere to the IPM Plan and to Illinois School IPM Laws. She/he should be present during routine service visits.

IPM Coordinator Candidates:

In schools, the custodians and Principals are the IPM Coordinators, however, any other person who is interested in assuring a healthy environment for students and staff area also candidates. The IPM Coordinators should be capable of influencing policy and practices or other/lunch room staff whose behavior is contributing to pest problems; and supervise the pest management professional to ensure she/he is providing IPM.

Time Commitment:

Acting as IPM Coordinator does not demand much time and will require less as she/he gets accustomed to the role. The IPM Coordinators should be familiar with the contents and organization of the IPM Binder, participate in additional training on pest management and IPM and review the laws associated with school pest management.

Once procedures and staff adjust to IPM, the IPM Coordinators should expect to spend a small amount of time on pest management issues except when problems arise or when corrective action is required (i.e. a teacher is using Raid or lack of cleaning/sanitation is leading to roach/ant problems).

Specific Description:

- Acts as a liaison with the pest control company as the primary contact person with the pest management professional.
- Is present during service visits from the pest management professional.
- Collects any/all pest sightings (on a *Pest Sighting Log* or other written document) and make this information available to pest management professional.
- Implements IPM recommendations from the pest control technician (for cleaning, repairs, etc) by creating work orders or communicating necessary behavioral changes to teachers or staff.
- Authorizes any use of pesticides before they are used.
- Never uses pesticides him/herself.
- Participates in meetings to create the IPM Program.
- Participates in meetings to evaluate the IPM Program.
- Participates in meetings to assess if a pest presents an emergency.
- Keeps pest management records for at least three years.
- Possess the IPM Binder.
- Receives training on IPM.

Guidelines for Hiring Pest Management Providers

These guidelines are intended to help you incorporate IPM specifications into an existing pest management contract.

1. General

A. Description of Program: This specification is part of a comprehensive Integrated Pest Management (IPM) program for the premises listed herein. IPM is a process of achieving long-term, environmentally sound pest suppression. **IPM services include monitoring, physical, cultural, biological and, only as a last resort, least-hazardous chemical controls.**

B. Contractor Service Requirements: The Contractor shall provide all services of the IPM program as well as recommendations or structural and procedural modifications to aid in pest prevention. The Contractor should have IPM training and experience.

2. Action Thresholds

Levels of pest populations or site environmental conditions that require action by the Contractor shall be established. Action shall only be taken when a pest population is present and posing a problem and/or risk to facility property and/or building inhabitants.

3. Initial Building Inspections

The Contract shall complete a thorough, initial inspection of each building or site prior to the starting dates of the contract to evaluate the pest management needs of all premises and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest manifestations. **3. Pest Control Plan**

A. Proposed Methods for Monitoring and Surveillance: The Contractor shall describe methods and procedures to be used for making objective assessments needs of all premises and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations.

B. Inspection Schedule for Each Building or Site: The Contractor shall provide complete inspection schedules for scheduled Contractor visits.

C. Description of Site-Specific Pest Control Methods: the Contractor shall describe physical, structural, operational, biological, and least-hazardous methods that will be used to respond to pest populations that

D. Approval for Pesticide Use: **Pesticide applications shall be by need and not by schedule.** The Contractor will not use any pesticide without obtaining approval from the IPM Coordinator. The Contractor shall provide a written request that justifies the need to use a pesticide. If pesticide use is approved, the Contractor shall employ the least-hazardous materials and materials for any maintenance or sanitation measures needed to prevent future pest infestations.

E. Proposed Materials and Equipment for Service: The Contractor shall provide *Material Safety Data Sheets* for all products that may be used.

F. Notification: The Contractor shall work with the IPM Coordinator to ensure full compliance with Illinois' notification requirements.

5. Record-keeping

The IPM Coordinator shall be responsible for maintaining a pest control logbook or file. The Contractor shall be responsible for documenting each visit to the site and all services provided. This file shall include:

A. A copy of the Contractor's approved Pest Control Plan.

B. Work Request and Inspection Forms: These forms advise the Contractor of service requests and document performance of all work.

C. Contractor's Service Report Forms: These forms document all information on pesticide applications.

- D. IPM Recommendations: These reports detail suggested modifications to the building or management practices in order to minimize pest problems.
- E. Pest Sighting Logs: This form documents any pest sightings between scheduled visits from the pest management professional.
- F. Notification/Permission to Use Pesticides: If pesticides are used, the IPM Coordinator will keep the MSDAS and written permission to use pesticides. A copy of letters to parents and staff should also be kept.

Lawn Care Products Application and Notice Act and the Structural Pest Control Act

Carlinville CUSD #1 complies with the requirements associated with the Lawn Care Products Application and Notice Act and the Structural Pest Control Act. Therefore, the school district has established and will maintain a registry of parent and guardians of students who wish to be notified prior to the application of pesticides to school grounds. To be included in this registry, please speak to the principal at your child's school. The principal will ask you to complete a provided form requesting the following information:

- Parent/Guardian/Staff Member's Name
- Signature
- Student's Name
- Home Address
- Date requested to be part of registry

For your information, a form requesting to be part of the registry can be accessed on the district's website. The address is <http://www.cusd1.com>. Once completed, please forward the form to: Dr. Becky Schuchman, Superintendent, Carlinville CUSD #1, 829 West Main Street, Carlinville, Illinois, 62626.