



Hopatcong Board of Education

Neil Piro
Facilities Supervisor

August 17, 2009

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Hopatcong 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 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 the Hopatcong School District is Mr. Neil Piro, Facilities Supervisor.

Mr. Piro, the Facilities Supervisor is responsible for ensuring compliance with the requirements of the IPM Act throughout the District. Mr. Piro may be reached at (973) 770-8840.

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 Coordinators or IPM Manager 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 the Hopatcong 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 are 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.**

Hopatcong Public Schools Integrated Pest Management Policy

Integrated Pest Management Policy for Hopatcong Borough 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, 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. The Hopatcong Board of Education shall therefore develop and maintain a district-wide IPM plan as part of its school policies.

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. For each school the District 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 Hopatcong Borough Schools will manage pests through IPM methods. The IPM plan states the District's goals regarding the management of pests and the use of pesticides. It reflects the District wide needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented throughout the District. For Hopatcong Schools, the Local School Board, in collaboration with the school building administrator (principal) and the IPM Coordinator, shall be responsible for the development of the District wide IPM plan.

Principal or Lead Administrator-IPM Coordinator.

The local school board, shall authorize the Chief School Administrator to 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 Chief School Administrator 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, the Business administrator will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. The local school board shall direct the Chief School 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

Meetings

The Hopatcong Board of Education meets on August 17, 2009 at 7:30 PM at the Administration Building, 2 Windsor Avenue, Hopatcong. At that meeting the Board will

pass a confirming resolution re-adopting the IPM Plan and Policy for the 2009-2010 School Year.

Pesticide Use for the 2008-2009 School Year

The following pesticides, which are all low impact are in use or may have been used in the Hopatcong Public School District during the past 12 months:

2008-2009 LOW IMPACT CHEMICAL USAGE

Tulsa Trail School

Date	Time	Target Areas	Target Pest	Material Used	EPA#
01/21/09	2:15 pm	Drop Ceiling in Offices	Carpenter Ants	ECOPCO Maxforce Gel Bait	67425-25 432-1264
01/22/09	11:10 pm	Baseboards in offices	Carpenter Ants	MaxForce Gel Baits	432-1264
01/30/09	5:00 pm	Drop Ceiling in Principles Office	Carpenter Ants	BP 50	499.453
02/15/09	3:00 am	Girls Bathroom	Hornets & Pavement Ants	Maxforce Gel Bait	432-1264
03/05/09	7:50 am	Room #2	Pavement Ants	Maxforce Gel Bait	432-1264
04/09/09	2:50 pm	Principals/Main Office & Front Trees	Carpenter Ants	Advance Gran. Ant Bait Maxforce Gel Bait	499-370 432-1264
05/23/09	7:30 am	Principal Office Drop Ceilings	Carpenter Ants	Maxforce Gel Bait	432-1264
07/11/09	8:00 am	To Bldg.	Carpenter Ants Treatment	Termidor Maxforce Gel Bait Advance Gran. Ant Gel Bait	7969-210 432-1264 499.370

Durban Avenue School

Date	Time	Target Areas	Target Pest	Material Used	EPA#
05/18/09	3:15 pm	Cafeteria Left Roller Door	Pavement Ants	Dupont Advion Ant Gel Bait	352-746
07/09/09	11:00 am	Termites	Right side of building	Termidor SC Termidor Bait Stations	7969-210 499-488

High School

Date	Time	Target Areas	Target Pest	Material Used	EPA#
04/21/09	6:20 am	Kitchen/Cafeteria	Pavement Ants	ECO PCO WP X	67425-25
01/15/09	9:40 am	Exterior Baits Field House	Rodents	ContraC	12455-79/82
05/07/09	9:30 am	Exterior Baits Field House	Rodents	ContraC	12455-79/82
07/02/09	9:20 am	Exterior Baits Field House	Rodents	ContraC	12455-79/82
06/04/09	8:50 am	Exterior Baits Field House	Rodents	ContraC	12455-79/82

Hudson Maxim School

Date	Time	Target Areas	Target Pest	Material Used	EPA#
03/23/09	2:00 pm	Cafeteria Rms 209/110/109	Pavement Ants & Mice	Maxforce Ant Gel Bait Glue Boards	432-1264 2724-351-50809
06/21/09	1:45 pm	Low Traffic Areas of Building	Rodents	ContraC	12455-79/82
07/02/09	7:35 am	Low Traffic Areas of Bldg.	Rodents	ContraC	12455-79/82

**ANNUAL REPORT TO THE SUPERINTENDENT OF SCHOOLS
IPM ACTIVITIES FOR THE 2008-2009 SCHOOL YEAR**

August 21, 2009

Dr. Wayne L. Threlkeld, Superintendent
Hopatcong Board of Education
PO Box 1029
Hopatcong, New Jersey 07843

RE: Annual Report on Results of IPM Program

Dear Dr. Threlkeld,

During the 2008-2009 school year the Hopatcong IPM Program consisted primarily of monthly monitoring, intensive sanitation, elimination of potential sources of pest infestation and, as a final resort, the use of certain low impact devices aimed at retarding pest infestation in the school buildings. We did experience 12 incidents involving seasonal outdoor insects such as bees and wasps. These were treated successfully with low impact devices and techniques. With regard to indoor pest sightings, there were 7 incidents involving ants that were quickly and successfully treated.

A review of the limited number of incidents signifies the success of the IPM program and reinforces our efforts in addressing the pest management needs of the district using monitoring and low impact devices. If necessary, you may feel free to direct any question to myself or our pest management professional Mr. Chiarella and we shall be happy to respond.

I thank you for your attention in this matter.

Very truly yours,

Neil S. Piro
Facilities Supervisor
IPM Coordinator.

Integrated Pest Management Plan

For the

Hopatcong Borough Schools

For the School Year

Starting July 1, 2009

Ending June 30, 2010



Plan prepared by: Neil S. Piro

Date Prepared: May 8, 2006
Revised August 14, 2009

Table of Contents

- 1) General School Information
- 2) Integrated Pest Management Statement
- 3) School IPM Policy
- 4) School IPM Plan Goals
- 5) Roles, Responsibilities, and Training
 - a) School Administration
 - b) School IPM Coordinator
 - c) Pest Management Professional
 - d) School Nurse
 - e) Kitchen Staff
 - f) Maintenance Staff
 - g) Staff, Teachers, and Students
 - h) Parents and/or Guardians of All Students Enrolled in the School
 - i) Vendors and Contractors
- 6) Pest Identification: Site Assessment and Ongoing Monitoring
- 7) Pest Prevention and Control
- 8) Pesticide Use: Notification, Posting, and Re-Entry
- 9) Record Keeping and Evaluation



Appendix

- Model School IPM Policy *
- Pest Problem Report (to School IPM Coordinator)
- Food Services Areas Report (to School IPM Coordinator)
- IPM Pest Activity Monitoring and Control Log
- Sample Indoor Pest Thresholds
- IPM Priorities Checklist
- Pesticide Application Log
- Annual School IPM Program Notification Letter to Parents & Staff*
- Pre-Notification of the Use of Pesticides (72 hour pre-notification)*
- Emergency Pesticide Use Notification*
- 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

1. General School Information:

School Name: Hopatcong High School
Address: 2A Windsor Avenue
City: Hopatcong, New Jersey
Zip Code: 07843
Telephone Number: (973) 398-8803
E-mail Address: ebinotto@hopatcongschools.org

School Name: Hopatcong Middle School
Address: David Road
City: Hopatcong, New Jersey
Zip Code: 07843
Telephone Number: (973) 398-8804
E-mail Address: twilliams@hopatcongschools.org

School Name: Durban Avenue School
Address: 616 Durban Avenue
City: Hopatcong, New Jersey
Zip Code: 07843
Telephone Number: (973) 398-8805
E-mail Address: jhallenbeck@hopatcongschools.org

School Name: Tulsa Trail School
Address: 2 Tulsa Trail
City: Hopatcong, New Jersey
Zip Code: 07843
Telephone Number: (973) 398-8806
E-mail Address: jnesnay@hopatcongschools.org

School Name: Hudson Maxim School
Address: 452 Lakeside Boulevard
City: Hopatcong, New Jersey
Zip Code: 07843
Telephone Number: (973) 398-8807
E-mail Address: thensz@hopatcongschools.org

School IPM Coordinator

Name: Neil S. Piro
Telephone Number: (973) 770-8840
E-mail Address: npiro@hopatcongschools.org

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. Hopatcong borough 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:

INTEGRATED PEST MANAGEMENT POLICY FOR HOPATCONG BOROUGH 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, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. The Hopatcong Borough School District shall therefore develop and maintain an IPM plan as part of the school's policies.

INTERGRATED 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 in the District shall be subject to 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 available options and a determination that the other options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods shall be given priority and shall be considered for use first.

DEVELOPMENT OF IPM PLANS

The school IPM plan is a blueprint of how The Hopatcong Borough School District will manage pests through IPM methods. The Hopatcong Borough School District IPM plan states the District's goals regarding the management of pests and the use of pesticides. It reflects each 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 each school. The Hopatcong Borough Board of Education, in collaboration with the Chief School Administrator, shall be responsible for the development of the IPM plan for each school.

IPM COORDINATOR

The Hopatcong Borough Board of Education 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 District IPM policy will be trained in appropriate components of IPM as it pertains to a 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.

The 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 Chief School Administrator of the Hopatcong Borough School District, 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, the IPM Coordinator will report to the Hopatcong Borough Board of Education on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The Hopatcong Borough Board of Education directs the Chief School 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

4. School IPM Plan Goals:

- a. The roles, responsibilities, and training of all members of the Community (students, staff, teachers, and contractors) regarding integrated pest management (IPM) at the school are clearly defined.
- b. Pest identification: Initially, define indoors and outdoors pests for the school by historical account and/or by direct monitoring. Establish monitoring types and schedules, and record keeping.
- 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 for chemical control. Define prescribed use of low

- impact versus non low impact pesticides for identified pests. Maintain record of all pesticide applications.
- d. Keep the community informed: Maintain records 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 areas indoors and out that are treated with 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 Community (administrators, staff, teachers, students, parents and or guardians of all students enrolled the school, and contractors) 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 regarding pest management at the Hopatcong Borough Schools are outlined below:
- a. **School Administrators:**
Specific duties of New Jersey School Administrators **required by the School IPM 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 the
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 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).
 9. For contracted services where costs require, 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 Hopatcong Schools is Accurate Pest Control, Inc. our contact for the company is Richard Chiarella (973) 398-8798. The contractor will meet all specifications as contracted by the School per purchase order number 790-018

All **outdoor applications** at this school are made by licensed Pest Management Professionals. The contractor for indoor pest management services at this school is Accurate Pest Control, Inc. our contact for the company is Richard Chiarella (973) 398-8798. The contractor will meet all specifications as contracted by the School per purchase order number 790-018

If required, the contractor will provide horticultural services for landscape and turf management.

Other Specific Duties of Pest Management Professionals in the School IPM Program :
Inspect school premises 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 recommendations to the School IPM Coordinator to correct pest-promoting conditions.

Recommend to School IPM Coordinator appropriate non chemical procedures to correct pest problems.

When it is determined by the School IPM Coordinator, that a pesticide must be used, the pest management professional shall select and recommend necessary pesticides. Preference will be given to low impact pesticides.

When approved by the 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 and product label when available of any pesticide that is applied at Hopatcong Schools.

Provide application information as specified in the 'Non Low Impact Pesticide Application Log' (see Appendix) when they apply these pesticides at the schools. This log is kept at the Office of The Supervisor of Buildings and Grounds 2 Windsor Avenue, Hopatcong, new jersey 07843.

If a non low impact pesticide is to be used , the pest management professional shall provide a 'School Integrated Pest Management Act Compliance Certification' Form (see Appendix) to the School IPM Coordinator for signature ensuring all advance notification and posting has been performed as required. Applicators are not liable for problems arising out of the school not making notification or posting as required by the New Jersey School IPM Act.

Participate in the annual evaluation of the School IPM Program and Plan for the Hopatcong Schools.

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 @ <http://www.state.nj.us/dep/enforcement/pcp/index.html>; or the Rutgers Cooperative Extension pesticide applicator training website. @ <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 shall include:

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. @ 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.

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 shall include:
Practice good sanitation of all kitchen and food service areas (clean all surfaces daily) per the 'IPM Priorities' checklist of this Plan'.
The IPM Coordinator along with the kitchen staff will inspect the kitchen weekly.
The IPM Coordinator will submit a Pest Problem Report 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:

The food service vendor 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:

Neil S. Piro, Supervisor 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 shall include:

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 shall include:

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

Specifically, staff, teachers, and students will be given a brief overview by the School IPM Coordinator and the Contract pest Management Professional on pest identification and the conditions that they may create that promote pests. This information will focus on pest reduction strategies connecting people behavior such as over watering plants, 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 innocuous 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 and/or Guardians of All Students Enrolled in the School:

Duties of Parents/Guardians in the School IPM Program shall include:

Learn about IPM practices and follow them at home so that pests are not carried to school in notebooks, lunch boxes, 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 schools. 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 :

Neil S. Piro the IPM Coordinator will make parents and guardians of all students enrolled at the school aware of the School IPM Program.

Pamphlets and fact sheets will be made available upon request (see Appendix for 'Summary of Key Requirements 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 shall include:

Contracts will specify regular maintenance service, cleaning under and behind machines during service

visits, and immediate correction of problems which may foster pests (e.g., breakage, leaks, or excessive condensation from machinery).

Training shall include:

Neil S. Piro the IPM Coordinator will make vendors and contractors aware of the School IPM Program.

Pamphlets and fact sheets will be made available upon request (see Appendix for Summary of Key Requirements of NJ School IPM Act' Fact Sheet).

6. Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

One of the key precepts of School IPM is site assessment to precisely define the presence of pests and the site conditions that contribute to their presence. Indoors and outdoors 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 Hopatcong Schools, the Contract Pest Management Professional and the School IPM Coordinator will perform a thorough inspection of all school facilities (indoors and outdoors) to identify pest activity and conditions that are contributing to any pest problems.

Preliminary site assessment will be made indoors and outdoors.

Indoors site assessment,

The contract Pest Management Professional and the 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 and 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.

Outdoors site assessment:

The Contract Pest Management Professional and the School IPM Coordinator will map the school grounds:

- Locations of trees, shrubs, and ornamentals.
- Assign & divide the landscape into management units (e.g., football field turf).
- Note key plants and any pest problems.

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 and knowing when to implement them. If the Contract Pest Management Professional is 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. The County contact person is Brian Oleksak at (973) 948-3040. His office is located at 129 Morris Tpk., Newton, New Jersey 07860.

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.

Indoors 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 the following shall 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.

Outdoors landscape pests will be monitored via direct inspection.

The following shall apply:

Landscape plants are scouted at least monthly during the growing season for conditions requiring action (e.g., 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: The School IPM Coordinator and the Contract 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 Hopatcong Schools 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

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 at the Hopatcong Schools as follows:

- Cultural control: e.g., 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: e.g., 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: e.g., trap rodents; till soil prior to planting to disrupt pest life cycles.
- Biological control: use of pest's natural enemies. e.g., conservation and/or augmentation of natural enemies of pests in the landscape; introduce beneficial insects or bacteria to the environment or, if they already exist, provide them with the necessary food and shelter and avoids using broad-spectrum chemicals that will inadvertently kill them.
- 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 at the Hopatcong Schools 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 Hopatcong Schools will establish injury (also known as tolerance or threshold) levels and action thresholds for each individual pest species before making any chemical treatment. Appropriate injury levels will be set, and may take into consideration economic losses (e.g., amount of foodstuffs contaminated by pantry pests), health risks (e.g., occurrence of disease-bearing pests), aesthetic evaluations (e.g., temporary presence of ants), nuisance problems (e.g., stinging insects) and pest visibility. See Appendix for 'Indoors Pest Thresholds'

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 Hopatcong Schools 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/SchoolIPMNJAct/40cfr15225.pdf>). The

second part consists of a list of pesticides 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-curriculars, 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 notice to parents and staff, and the 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 at the Hopatcong Schools when and where needed. It is rarely necessary to treat an entire building or landscape area to solve a pest problem. The Hopatcong Schools will use monitoring to pinpoint where pest numbers are beginning to reach the action level and confining 'spot' treatments to those areas.

The School IPM Coordinator and the Contract Pest Management Professional will meet monthly: to cover monitoring reports and determine corrective action. The Pest Management Professional should make recommendations for corrective actions to the School IPM Coordinator. After discussion with the District Business Administrator the IPM Coordinator will authorize implementation or rejection of the recommendations received. The Contract Pest management Professional and the IPM Coordinator 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. The IPM Priorities Checklist shall be a resource for many preventative and corrective measures. The IPM Coordinator shall be responsible for maintaining the IPM Priorities Checklist and shall regularly monitor activities to insure compliance. The IPM Coordinator will assign and contact the appropriate staff to carry out individual tasks on the checklist.

All controls that are actually implemented shall be documented in the IPM Pest Activity Monitoring and Control Log.

8. Notification, Posting, and Re-Entry

It is important to keep the 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 indoors and out that are treated with pesticides.
- re-entry requirements for areas indoors and out that are treated with pesticides.

Annual Notification

Wayne L. Threlkeld, Chief School Administrator will prepare and send an annual notice of school IPM program status to parents or guardians of each student enrolled at each of the schools, and all staff members at the beginning of each school year. Once the annual notice has been sent, Wayne L. Threlkeld, Chief School Administrator will also give this information to new staff or the parents/guardians of new students who arrive after the annual notice has been sent.

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, the Hopatcong 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 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 children may be present, the school will issue prior notification of all non-low impact pesticides to be used. Specifically, Neil S. Piro, the IPM Coordinator will issue notice to all staff, and parents or guardians of each student enrolled at the school. The area where the pesticide is applied will be posted at least 72 hours prior to the application and for 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, Neil S. Piro, the IPM Coordinator will post this information at the area where the pesticide is applied at the time of application; the area will remain posted for 72 hours following the application. Additionally, the school 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 at least 24 hours after or the next school day, whichever is earlier. The reason for the emergency and measures how this will be avoided in the future may be included.

Regardless, 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 New Jersey School IPM law** that will be followed at the Hopatcong Schools as to 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, Joseph A. Pezak, Chief School Administrator will advise the parents and guardians and staff of the school of pesticide applications by the following method of notification:

- 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 where possible
- direct contact
- e-mail where possible

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/ adjacent the area where the pesticide is to be applied.
- at the entrance of the area (building/playground) where the pesticide is to be applied.
- be 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 was held between the School IPM Coordinator and Contract Pest Management Professional in July 2005 to establish an IPM Log binder for these records.

The following records will be maintained in the IPM Log binder kept in the Byram Township Intermediate School:

- Pest Problem Reports
- Food Services Areas Reports
- IPM Pest Activity Monitoring and Control Log

Indoor Pest Thresholds for [*insert school*]
IPM Priority Checklists
Non Low Impact Pesticide Application Log
Annual School IPM Program Notification Letters to Parents & Staff
Pre-Notifications 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
[*Insert if Pest Management Professional is a contractor: 'Specific service reports will also be placed in the log binder that document particular actions taken by the pest management contractor'.*]

Evaluation

At least annually, the School IPM Plan and School IPM Program of the Hopatcong Schools 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 Neil S. Piro, IPM Coordinator. Wayne L, Threlkeld, Chief School Administrator and each school principal will participate in the evaluation to be completed by: at the end of each school year. If Hopatcong Schools 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 :

- adequacy of pest control indoors and outdoors
- 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
- revisions to integrated pest management priorities

Following evaluation, the School IPM Plan will be revised by Neil S. Piro, IPM Coordinator, accordingly.

APPENDICES

Pest Problem Report

Date: _____

To: [insert name] _____, 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; e.g., 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											

