

Business and Non-instructional Operations Administrative Regulation 3514.1(a)

INTEGRATED PEST MANAGEMENT

Integrated Pest Management Coordinator

The Supervisor of Maintenance and Operations is designated as the Integrated Pest Management (IPM) Coordinator. He/she shall be trained in the principles of low risk IPM, safe application of pesticides, and alternatives to pesticide use at schools.

The IPM Coordinator shall be responsible for implementing board policy and this administrative regulation relative to Integrated Pest Management. Such responsibilities shall include, but not be limited to:

1. Developing plans for Integrated Pest Management prevention and control for Office Of Education sites;
2. Making decisions on pesticide use at Office of Education sites in accordance with the Department of Pesticide Regulation's Approved Pesticide List;
3. Maintaining the Approved List for pesticide/herbicides used at the Office of Education's sites;
4. Serving as a resource for the Office of Education to discuss its IPM program with employees and the public;
5. Communicating with site administrators regarding their responsibilities in implementing the IPM program;
6. Coordinating training programs for Office Of Education staff as necessary;
7. Tracking and documenting pesticide/herbicide use at Office Of Education sites and ensuring that such documentation is available to the public;
8. Ensuring that all outside vendors which do pesticide/herbicide application at any Office of Education site are provided with copies of the Office of Education's IPM Policy and Regulation and that the IMP Policy and Regulation are made a part of the service contracts with such vendors;
9. Providing existing outside contractors who spray pesticides/herbicides at Office Of Education sites with the Approved Pesticide/Herbicide List whenever that list is compiled and whenever changes are made to the list;
10. Maintaining current knowledge in the matters of pesticide use at schools and Integrated Pest Management through readings, journals, newsletters, and in-service training;
11. Reporting annually to the Superintendent of Schools that the requirements of the Healthy Schools Act of 2000, Board Policy 3514.1 and this administrative regulation have been met.

Integrated Pest Management Procedures

The IPM Coordinator shall be responsible for the development of IPM procedures and will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. In making

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decisions regarding pest prevention and control, the least toxic approach will be taken before other methods are considered. The choice of using a pesticide will be based on a review of all other available actions and a determination that the alternative options are not feasible.

If staff or students identify a pest problem at an Office of Education site, the IPM Coordinator or designee shall be notified, and he/she shall make decisions regarding management of the problem. Staff or students are not authorized to use pesticides of any kind on Office of Education property without the approval of the IPM Coordinator.

Notification Procedures

At the beginning of each school year, or upon initial employment or enrollment, the IPM Coordinator or designee will provide Office of Education staff and parents/guardians of students with the written annual notice of non-exempt pesticides that the IPM Coordinator anticipates will be used at Office of Education sites during the upcoming year. As required by Education Code and Board Policy, the notice will include the Internet address of the Department of Pesticide Regulation's IPM Program.

The annual notice will also offer interested staff and parents/guardians of students the opportunity to register to receive notification of individual pesticide applications before they occur. A form will be provided for this purpose and will be kept on file with the IPM Coordinator or designee. Registration will be good until August 31 of each year. Interested individuals must register annually.

The written annual notice to parents/guardians may be included with other notices required to be sent to parents/guardians on an annual basis. Individual notifications of pesticide applications during the school year may be made by U.S. mail or email at the registrant's option.

At least 72 hours prior to a pesticide application, those individuals who have registered with the IPM Coordinator will be notified by the IPM Coordinator or designee in the manner indicated by the registrant on his/her registration form.

If the IPM Coordinator determines that it will be necessary to apply a pesticide product that was not included on the annual notification list, the IPM Coordinator or designee shall provide all staff and parents/guardians of students with written notification that includes the name of the product, active ingredients and the Internet address of the Department of Pesticide Regulation's web site.

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At least 24 hours in advance of a pesticide application, the IPM Coordinator or designee shall post warning signs at designated locations that are visible to all persons entering the treatment area. The signs shall prominently display the term "Warning/Pesticide Treated Area" and shall include the product name, manufacturer's name, the United States Environmental Protection Agency's product registration number, intended date and areas of application, and the reason for the pesticide application. The signs will remain posted for 72 hours after the application.

In the case of an emergency application of a pesticide, the IPM Coordinator or designee shall make every effort to notify registered individuals in advance of the application. Warning signs will be posted immediately upon application, or earlier, if possible. The signs shall remain posted for 72 hours after the application.

Pesticide Use Near School Site

Upon receiving notification pursuant to 3 CCR 6692 that a grower expects to use agricultural pesticides within one-quarter mile of a school site Monday through Friday from 6:00 a.m. to 6:00 p.m., the principal or designee shall notify the Superintendent or designee, IPM coordinator, staff at the school site, and parents/guardians of students enrolled at the school.

The principal or designee may communicate with any grower within one-quarter mile of the school to request that the grower not apply pesticides during evenings or weekends when school activities are schedule.

Record Keeping

The IPM Coordinator shall keep a record of all pesticide applications on file for a period of 4 years. A record may consist of a copy of the warning sign posted for each application with a notation on the copy of the amount of pesticide used. The IPM Coordinator shall also maintain Material Safety Data Sheets (MSDS) for pesticides intended for use at Office of Education sites.

Records shall be made available to the public upon request in accordance with Board Policy 1340 and the California Public Records Act (Government Code 6250, et seq.).

The IPM Coordinator shall report annually to the Superintendent ~~of Schools~~ certifying that staff and parents and guardians of students have received required notifications and that records of all pesticide treatments and Material Safety Data Sheets are on file and available for public review.

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Pesticide Applicators

The IPM Coordinator or designee shall be responsible for ensuring that pesticide applicators who will treat Office of Education sites are appropriately licensed and trained in the use of the pesticide(s) they will apply. Applicators must follow federal, state, and local agency regulations and pesticide label precautions when applying pesticides and adhere to Board Policy and Administrative Regulations regarding Integrated Pest Management. The IPM Coordinator shall provide applicators with copies of the policy and regulations.

Regulation
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Humboldt County Office of Education
Eureka, California