

**School Integrated Pest Management Plan
For the
Hopewell Valley Regional School District
Timberlane Middle School**

**For the School Year
Starting July 2023 and
Ending June 2024**



Plan prepared by: Thomas J Quinn Date prepared: July 2023

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-
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1. General school information:

Hopewell Valley Regional School District
425 South Main Street
Pennington NJ 08534
Phone (609) 737-4000 x2801

District Schools:

District Code: 2280

Timberlane Middle School 51
South Timberlane Dr.
Pennington, NJ 08534
Phone (609) 737 4008
Contact Chris Turnbull

2. IPM Policy:

Book
Policies

Section
7000 Series: Property

Title
School Integrated Pest Management Plan (M)

Number 7422

Status Active

Legal
N.J.S.A. 13:1F-19 through 13:1F-33

Adopted April
27, 2009

Last Revised
April 27, 2009

SCHOOL INTEGRATED PEST MANAGEMENT PLAN (M)

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Hopewell Valley Regional School District.

IPM Coordinator (IPMC)

The Director of Facilities shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools

Implementation of Integrated Pest Management (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.

The Integrated Pest Management Coordinator (IPMC) 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 Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM)

Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Pupils and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the 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 Building Principal of each school, working with the IPMC, is responsible for timely notification to pupils, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.

3. **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: Define indoors and outdoors pests for the school by historical account and/or by direct monitoring. Establish monitoring types and schedules, and recordkeeping.
- c. Pest prevention and control to maintain a healthy school environment: Outline nonchemical controls such as but not limited to good housekeeping practices. 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 an 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.

4. **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 Hopewell Valley Regional School District are outlined below:

a. **School Administrators:**

Specific duties of New Jersey School Administrators **required by the School IPM Act:**

1. Implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.
2. Adopt and implement a school IPM policy for the school property: Adopted, May 17, 2004.
3. Adopt and implement a school IPM plan for the school property by June 12, 2004.
4. Designation of a School IPM Coordinator

Other **duties required by law of the school administration** are listed below; these may all be delegated to the School IPM Coordinator or other designee of the school administration.

1. Maintenance of records of pesticide application; notices of policy (C.13:1F-24).
2. Permitted use of certain pesticides; notice (C.13:1F-25).
3. Posting of sign prior to use of certain pesticides (C.13:1F-26).
4. Emergency use of certain pesticides (C.13:1F-28).

b. School IPM Coordinator:

The name of the School IPM Coordinator for the Hopewell Valley Regional School District is **Thomas Quinn**. 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 generally in charge of pest control activities for the school. This individual has the authority and backing by the school administration or management, 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** (C.13:1F-23):

1. Maintaining information about the IPM Policy and Plan in place at the school.
2. Maintaining information about pesticide applications on school property including records obtained from the pesticide applicator, MSDS when available for pesticides used, and labels for all pesticide products used.
3. Responding to inquiries and providing information to students, staff, and parents or guardians regarding IPM.
4. Providing access to the above information for public review.

Other Coordinator duties **delegated by the school administration**:

- Provide training in IPM practices to the school community.
- Compile all 'Pest Problem Report' forms received in 'IPM Pest Activity Monitoring and Control Log'. Also, write actions taken to remedy pest problems in the log.
- Maintain records of any pest monitoring, including traps, in 'IPM Pest Activity Monitoring and Control Log'.
- 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 'Non Low Impact Pesticide Application Log' when these pesticides are applied at the school. Maintain these records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
- Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure.
- Prepare and post signs as required by the School IPM Plan in areas where non low impact pesticides are to be applied.
- Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'.
- Work with administrators when 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.
- Prepares and supplies 'School Integrated Pest Management Act Compliance Certification' Form to pesticide applicators upon request.
- Sets up and moderates the annual evaluation of the School IPM Plan. Revises the School IPM Plan accordingly.

Training:

Thomas Quinn completed IPM Coordinator Training on March 3, 2005 and December 12, 2013, November 4, 2016, and November 8, 2019

c. Pest Management Professional:

All pesticide applications at the Hopewell Valley Regional School District are made by applicators or operators certified and licensed to apply pesticides by the New Jersey Department of Environmental Protection (NJDEP) Pesticide Control Program (PCP) per the New Jersey Administrative Code Title 7 Chapter 30; Subchapters 1-12.

School custodial or maintenance staff making pesticide applications must be appropriately licensed except in the case of "over-the-counter" disinfectants and antimicrobials such as Lysol® and toilet-bowl cleaner, and for use of pesticides on a specific list of exempted "minimum risk" pesticides published by the federal EPA.

All indoor applications are made by licensed Contractor Pest Management Professional(s). All outdoor applications are made by licensed Contractor Pest Management Professional(s).

Other Specific Duties of Pest Management Professional(s) in the School IPM Program:

- The contractor for pest management services at the Hopewell Valley Regional School District is Cooper Pest Control. Our contact for the company is Roz Lavine.
- The contractor will meet all specifications as contracted by the School per contract.
- 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 least-toxic procedures to correct pest problems.
- When approved by the School 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 of any pesticide that is applied at the Hopewell Valley Regional School District.
- Provide application information as specified in the 'Non Low Impact Pesticide Application Log' when they apply these pesticides at the school. This log is kept at the Facilities office.
- If needed for their records or for release to make an application, request a 'School Integrated Pest Management Act Compliance Certification' Form from the School IPM Coordinator. 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.

d. School Nurse:

The school nurse should have access to Material Safety Data Sheets (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:

- Be aware of students with asthma or chemical sensitivities
- Keep copies and review MSDS of all pesticides used on school property.
- Maintain easy access to Poison Control Center @ 1-800-poison1 (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.

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:

- Practice good sanitation of all kitchen areas (clean all surfaces daily).
- The site manager of the kitchen will inspect the kitchen: daily.
- The kitchen staff will be responsible to report pest problems to the school custodial staff whenever pests are detected in the school kitchen.

Training:

The Director of Food Services 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. **Custodial and Maintenance Staff:**

Custodial staff maintain the cleanliness and take care of the school building and grounds. These staff members may be assigned to indoor and/or outdoor maintenance.

Other Duties of the Custodial and Maintenance Staff in the School IPM Program:

- **Practice all sanitation and maintenance techniques as outlined in the Custodial Handbook.**
- The custodial staff will be responsible to submit 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.
- Manage specific pest issue(s) as directed by the School IPM Coordinator. This will not include pesticide application.

Training:

- The Custodial Supervisor will be responsible for training the Custodial Staff in proper sanitation procedures and schedules when hired and annually thereafter.
- All district head custodians receive IPM Coordinator training so that they may better assist the district IPM Coordinator. The last date of this training was November 4, 2016. The district IPM coordinator and the IPM Coordinator (head custodian) train the custodial staff.
- The School IPM Coordinator will train the Maintenance Staff in the pest detection and monitoring program and devices in place throughout the school when hired and annually thereafter.

Staff, Teachers, and Students:

Duties of Staff, Teachers, & Students in the School IPM Program:

- 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.
- Report any evidence of pest activity to the School custodian.

Training:

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

- District employees and students will be given a brief overview by the School IPM Coordinator 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.

g. Parents and/or Guardians of All Students Enrolled in the School: Duties of Parents/Guardians in the School IPM Program:

- 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. Parents may express their views to the: school superintendent, School Board, school district management.

Training:

- The school IPM Coordinator will make parents and guardians of all students enrolled at the school aware of the School IPM Program.

5. Integrated Pest Management Statement

Integrated Pest Management on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment. The Hopewell Valley Regional School District 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, Hopewell Valley Regional School District will employ mechanical, physical, and biological controls with selective use of pesticides when needed.

6. Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

Preliminary site assessment was made indoors and outdoors.

Indoors site assessment, The Pest Management Professional and School IPM Coordinator will compile and map on floor plans of 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 School IPM Coordinator will indicate on maps of the school grounds of at least a rough landscape plant map:

- 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.
- Horticultural recommendations.

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 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.

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:

- 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, and 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:

- 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 or Pest Management Professional will maintain and keep records of any pest monitoring, including traps.

7. Pest Prevention and Control

Wherever possible, The Hopewell Valley Regional School District 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 Mansfield Township School District 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, 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 Hopewell Valley Regional School District 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.

Hopewell Valley Regional School District has establish threshold levels and action thresholds for each individual pest species before making any chemical treatment. Appropriate injury levels will be set see Appendix for a sample '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 Hopewell Valley Regional School District 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/SchoolIPM/NJAct/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 @ <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-curricular, 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 Hopewell Valley Regional School District when and where needed. It is rarely necessary to treat an entire building or landscape area to solve a pest problem. Hopewell Valley Regional School District 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 Pest Management Professional will meet monthly as scheduled to cover monitoring reports and determine corrective action. The Pest Management Professional should make recommendations for corrective actions to the School IPM Coordinator. The School 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

All controls that are actually implemented should be documented in the 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

The School IPM Coordinator will prepare and send an annual notice of school IPM program status to parents or guardians of each student enrolled at the school, and all staff members at the beginning of each school year. Once the annual notice has been sent, The School Principal 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 Mansfield Township School District 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, The School 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, The School 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 specific ‘what’, ‘how’ and ‘where’ **requirements of the New Jersey School IPM law** that will be followed at the Hopewell Valley Regional School District on 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, The School IPM Coordinator 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

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-curricula's.

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 The Pest Management Professional on July 21, 2004 to establish an IPM Log binder for these records.

The following records will be maintained in the IPM Log binder kept in the Facility Managers office:

- Pest Problem Reports
- IPM Pest Activity Monitoring and Control Log
- Indoor Pest Thresholds
- 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
- 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 Mansfield Township School District 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. The IPM Coordinator and the Pest Management Professionals will participate in the evaluation to be completed by July 30 of each year. 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
- revise integrated pest management priorities

Following evaluation, the School IPM Plan will be revised by The IPM Coordinator accordingly.

APPENDICES

Pest Problem Report



Date: _____

To: Thomas Quinn, 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

School: _____

Food Services Report



Completed by: _____

Week Date: _____

[illegible]

Integrated Pest Management Pest Activity Monitoring and Control Log



School: _____ Month/Year: _____

[illegible]



Indoor Pest Thresholds

Pest	Classrooms/ Public Areas	Storage/ Maintenance Areas	Infirmary	Kitchen/ Cafeteria	Grounds
Ants (common house)	5/room	5/100 ft ² in 2 successive periods	1/room	3/room	2 mounds/yard
Ants (carpenter)	3/room	3/room	1/room	2/room	1 nest within 25 ft.
Bees (honey)	1/room	3/room	1/room	1/room	If children threatened
Bees (bumble)	1/room	3/room	1/room	1/room	If children threatened
Bees (carpenter)	1/room	3/room	1/room	1/room	If children threatened; 1 carpenter bee/5 linear feet
Cockroaches	1/room	5/room	1/room	1/room	If noticeable or invading
Crickets	3/room	10/room	1/room	2/room	If nuisance
House Flies	3/room	5/room	1/room	1/room	5/trash can; 10/dumpster
Lice (head or body)	<i>Take no action, refer to nurse</i>				
Mice	1/room	1/room	1/room	1/room	Burrows or activity in any student area
Rats	1/room	1/room	1/room	1/room	Any burrows/activity
Silverfish	1/room	2/room	1/room	2/room	N/A
Centipede	1/room	2/room	1/room	2/room	N/A
Spiders (poisonous)	1/room	1/room	1/room	1/room	1/activity area
Spiders (others)	1/room	3/room	1/room	1/room	Only if nuisance
Wasps, Hornets, Yellowjackets	1/room	1/room	1/room	1/room	10/10 minutes at trash; 1 if threatening children

Source: MARYLAND DEPARTMENT OF AGRICULTURE Pesticide Regulation Section
 “Action Thresholds in School IPM Programs” Supplemental Materials for
 Integrated Pest Management - IPM Training Manual. <http://www.mda.state.md.us/plant/ipmacthr.pdf>.

IPM Priorities Checklist for the Hopewell Valley Regional School District



Date Generated: 7/23/23 By: Thomas Quinn Director of Facilities

The following is a checklist of pest prevention and control measures that may be necessary in key areas throughout the school facility. This list should be used by the School IPM Coordinator as a working document to keep track of priorities for pest management at the school by location and responsible party. Check all that apply. Indicate responsible party for fixing the problem at location(s) listed. Use and attach maps as key for locations if necessary. It should be first completed after the preliminary site assessment of the School. Update and revise as needed.

Priorities	Responsible Party	Location(s): name or map key
INDOORS		
Entryways (including doorways, overhead doors, windows, holes in exterior walls, electrical fixtures, openings around pipes, drains, ducts and loading docks)		
Never prop open any entry doors except when children are entering or exiting the facility.	<u>All Staff</u>	
Install screens in doors and windows and keep them in good repair	<u>Custodial Staff</u>	
Classrooms and Offices (including classrooms, laboratories, libraries, administration offices, auditoriums, gymnasiums, hallways, and stairways)		
Discourage use of food and drink in classroom settings		
Prohibit the extended storage of food in desks and lockers		
Regularly clean lockers and desks		
lockers are emptied & cleaned at least annually		
Prohibit pets from classroom areas		
Keep areas as dry as possible: Maintain humidity levels below 60% whenever possible. Fix dripping faucets and leaks, and removing waterdamaged or wet materials.		
Waste Disposal and Recycling Areas (including garbage cans, dumpsters, recycling bins, and outdoor garbage storage areas)		
Insure dumpsters have heavy, tight-fitting lids		
Clean the outsides of dumpsters regularly; check and clean up spills		
Dispose of food wastes securely in tightly secured plastic bags		
Clean in, under, and around recycling bins routinely		
Remove recyclables to outside disposal frequently		
All waste receptacles are lined with plastic bags		
Garbage cans are emptied daily		
Trash Dumpsters are emptied twice/week, Recycle bins once/week		

Food Preparation and Serving Areas (including cafeteria, kitchen, teacher's lounge, home economics room, snack area, vending machines, food storage areas, and walk-in coolers)		
Store food and beverages in tightly sealed, lidded containers that are inaccessible to pests		
Remove food waste daily		
Screen vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways		
Clean grease traps and drains regularly		
Remove grease accumulation from all vents/oven/stove surfaces		
Caulk cracks and crevices		
Areas are maintained at a high level of cleanliness as outlined in the custodial handbook		
Maintenance Room Areas and Areas with Extensive Plumbing (including bathrooms, sinks, utility closets, locker rooms, dish rooms, laboratories, art studios, home economics rooms, pool areas, boiler room, mechanical room, mop room, and pipe chases)		
Repair leaks and other plumbing problems immediately to deny pests access to water		
Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.		
Clean floor drains routinely		
Clean mops and buckets promptly, dry buckets and hang mops off of floor above drain		
Seal pipe chases		
Eliminate piles of clutter		
Remove trash regularly		
OUTDOORS		
Typical Pests; Mice and rats. Turf pests; broad leaf and grassy weeds, insects such as beetle grubs or sod web worms, diseases such as brown patch, and vertebrates such as moles. Ornamental plant pests, plant diseases, and insects such as thrips, aphids, Japanese beetles, and bag worms.		
Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters		
Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.		
Secure lids on trash containers.		
Repair cracks in pavement and sidewalks.		
Provide adequate drainage away from the structure and on the grounds.		
Maintain a minimum 6 inch path of no vegetation along all perimeter walls		
Turf (lawns, athletic fields, and playgrounds.)		

Maintain healthy turf by selecting a mixture of turf types (certified seed, sod, or plugs) best adapted for the area.		
Check Rutgers Cooperative Extension for recommendations on turf types, management practices, or other information.		
Raise mowing heights for turf to enhance its competition with weeds; adjust cutting height of mower, depending on the grass type; sharpen mower blades; and vary mowing patterns to help reduce soil compaction.		
Provide good drainage, and periodically inspect turf for evidence of pests or diseases.		
Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.		
Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.		
Seed over existing turf in fall or early spring.		
Ornamental Shrubs and Trees		
Choose the right plant for the right place by consulting the Rutgers Cooperative Extension agents (see ‘commercial clients’ phone listings @ http://www.rce.rutgers.edu/mastergardeners/helplines.asp) for your County.		
Diversify landscape plantings—when large areas are planted with a single species of plant, a pest can devastate the entire area.		
Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.		
If using fertilizer, use the correct one at the suitable time, water properly, and reduce compaction.		
Prune branches for growth and structure, and to prevent access by pests to structures.		
Use the appropriate pest-resistant variety (check with your local Cooperative Extension Service).		
Correctly identify the pest in question. When in doubt, send several specimens to your local Rutgers Cooperative Extension County office or the Plant Diagnostic lab. Once the pest is identified, recommendation can be made.		
Use pheromone traps as a time saving technique for determining the presence and activity periods or certain pest species.		
Select replacement plant material from disease-resistant types being developed by plant breeders throughout the country.		
Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.		

Non Low Impact Pesticide Application Log



School: _____

Year: _____

[illegible]

Directions for Completing Pesticide Application Log:

Purpose: The 'Pesticide Application Record' Log will be used to compile an ongoing list of all non-low impact pesticides applied at the school. It will be supplied to the public upon request. It will also be submitted with the annual notification of school IPM program status to parents and guardians of all students enrolled at the school, and staff.

Responsible Party: _____ will complete the 'Non-Low Impact Pesticide Application Record'. It will remain on file with the _____ and will be located at _____.

How to Fill Out:

1. Notice: place a checkmark in either standard or emergency notice as applicable.
 - a. Standard notice is 72 hours prior to the application of the pesticide.
 - b. Emergency notice is within 24 hours or the next day (whichever is sooner) after the application.
2. Date of notification: when notice was released to parents and guardians of all students, and staff
3. Date and time of application: Date that the application occurred.
4. Location should include:
 - a. For indoors: the building name or number; room name or number; other specific location such as hallways.
 - b. For outdoors: location relative to building(s); or the field name or use; other description.
5. Targeted pest as identified by sighting, monitoring, or sampling of pest.
6. Write the pesticide brand name as it appears on the label of the product. Write the active ingredient(s) as listed in the 'percent ingredients' section of the pesticide label.
7. Write the EPA Registration Number of the pesticide product as found on the product label. It is typically written as 'EPA Reg. Number' OR 'EPA Reg. #'.

When to Fill Out:

1. Complete as soon as possible after the pesticide is applied at the location.

Annual Integrated Pest Management Notice For School Year 2023 - 2024



Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Hopewell Valley Regional School District 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 school's 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 Hopewell Valley Regional School District is:

Name of IPM Coordinator: Thomas Quinn

Business Phone number: 609 737 4002 ext. 2801

Business Address: 425 South Main St. Pennington, NJ 08534

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 Coordinator 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 Hopewell Valley Regional School District 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 must be 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. No Non Low Impact Pesticides were used in or around the building. For Athletic Fields Please see Athletic field Plan.**

Pre-Notification of the Use of Pesticides

(This notice should be received at least 72 hours prior to pesticide use)



Date: _____

To: Parents and guardians of students, and staff of _____

From: IPM Coordinator _____ Phone Number: _____

Subject: Notification of the Use of Non Low Impact Pesticides

This notice is to advise you that the following pesticide(s) will be used at [insert name of school]:

Pesticide Common Name		
Pesticide Trade Name		
EPA Registration Number		

Location of the pesticide application: _____

Reason for the pesticide application: _____

If an indoor application, the date, and time it is planned:

DATE _____ TIME _____

If an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE _____ DATE _____ DATE _____

Description of the possible adverse effects of the pesticide as per the Material Safety Data Sheets for the pesticides to be used, if available:

Pesticide product label instructions and precautions related to Public Safety.

Note: By law, we must advise you that: *The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

EMERGENCY PESTICIDE USE



To: Parents or guardians of students and staff of: Hopewell Elementary School

From: IPM Coordinator: _____ **Phone Number:** _____

Subject: Emergency Pesticide Use Notification

This notice is to advise you that the following non low impact pesticide(s) were used at

_____ :

Pesticide common name		
Pesticide trade name		
EPA registration number		

Location of the pesticide application: _____

The date and time the indoor or outdoor application took place: _____

Reason for the pesticide application: _____

Description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member:

If applicable, description of steps to be taken to avoid emergency use of pesticides for this problem in the future:

Description of the possible adverse effects of the pesticide(s) as per the Material Safety Data Sheets for the pesticide(s) to be used, if available:

Pesticide product label instructions and precautions related to Public Safety:

Note: As required by law, we must advise you: *“The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: “Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure.”*

School Integrated Pest Management Act Compliance Certification Form



Name of School _____
PLEASE PRINT CLEARLY

Address _____
PLEASE PRINT CLEARLY

School Integrated Pest Management Coordinator _____
PLEASE PRINT CLEARLY

When a commercial pesticide applicator requests an integrated pest management coordinator to certify that the school has met the necessary notification and posting requirements for a pesticide application on school property, the signature of the integrated pest management coordinator on this form shall be required as a condition for the application of the pesticide.

Statement certifying compliance:

"I hereby certify that I am the School Integrated Pest Management Coordinator for the school named above, and further certify that this school has met all of the notification and posting requirements necessary for the following application of a pesticide other than a low impact pesticide, on this school's property."

Business or pesticide applicator performing the application: _____

Application date and time if indoor application: _____

If an outdoor application, three proposed dates in chronological order: _____

Description of application location (room number/name, specific playing field or outdoor location):

Pesticides to be used:

Integrated Pest Management Coordinator:

SIGNATURE

DATE

NOTICE OF PESTICIDE APPLICATION

For further information regarding this notice please contact the School IPM Coordinator:

Name Phone Number: _____

The following pesticides will be used at [insert name of school]:

Pesticide Common Name	Pesticide Trade Name	EPA Registration Number
Pesticide Common Name	Pesticide Trade Name	EPA Registration Number

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."

Location of the pesticide application: _____

Reason for the pesticide application: _____

If an indoor application the date and time it is planned:

DATE _____ TIME _____

In the case of an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE _____ DATE _____ DATE _____

Description of the possible adverse effects of the pesticides as per the Material Safety Data Sheets for the pesticides to be used, if available:

Pesticide(s) product-label instructions and precautions related to Public Safety:

Key Requirements of the New Jersey School IPM Act*



The New Jersey School Integrated Pest Management (IPM) Act was adopted on December 12, 2002. Its purpose is to provide safe and effective pest management and to minimize the use of pesticides in and around school buildings. The eight key requirements of the Act are outlined below.

1. Requires the development of a **model School IPM policy** by December 12, 2003 by the New Jersey Department of Environmental Protection (NJDEP) in cooperation with the New Jersey School Boards Association, the Commissioner of Education, and Rutgers Cooperative Extension (RCE). (See New Jersey School IPM webpages @ <http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm>).
2. Requires the superintendent of each public school district for each school in the district, the board of trustees of a charter school, or the principal or chief administrator of a private school to **adopt and implement a School IPM Policy** for the school property consistent with the model policy cited above. The adoption and implementation of a model policy by public, charter, and private schools (K through 12) must occur by **June 12, 2004**. (See New Jersey School IPM webpages @ <http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm>).

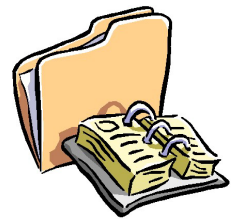
4.



3. Requires the **appointment of an IPM Coordinator** to implement the School IPM Policy adopted by each local school board, charter school, and private school.

4. Requires keeping **records of pesticide applications used on school property** at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites.

5. Requires **annual notification of the School's IPM Policy** to all staff and parents or guardians of each student enrolled at the school to include:
 - the policy,
 - a list of any pesticide that is in use or has been used within the last 12 months on school property,
 - information on school IPM policy meetings scheduled, and contact information for the IPM Coordinator of the school or school district.



See law for more notification specifics. This information is also to be provided to new school staff members and students.

6. Requires **prior notification of all pesticide use** (all non-low impact** pesticides) to all staff and parents or guardians of each student enrolled at the school, at least 72 hours before the use of pesticides on school property. Also requires **posting of signs** of this information at least 72 hours prior to the application. These requirements apply at any time of the year children may be present.

Method of notification:

- written note: students take home
- written note is mailed at least one week prior,
- phone call, direct contact, or email.



Posting of Signs:

- 📌 **placement:** prominent in/adjacent and at entrance to treatment area (school building or school grounds entrances, for example).
- 📌 **time posted:** from 72 hours prior to 72 hours after treatment
- 📌 **size:** at least 8.5" by 11".

Content of notification and signs:

- 📌 common name of pesticide,
- 📌 EPA registration number,
- 📌 EPA statement on sensitive persons (see Act above for wording), 📌 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.



7. **Emergency application of a non-low impact pesticide** may only be made when the health or safety of a student or staff member is threatened.

Requirements:

Post-application notice (content and method of notification as described above in 6 for non-low impact pesticide use) to parent or guardians of students and staff must be made within the earlier of either 24 hours or the next school day. The reason for the emergency and measures how this will be avoided in the future may be included.

Posting of signs (as described above for non-low impact pesticide use) must be made from the time of application until 72 hours after treatment.

8.

Timing of Pesticide Applications:



Applications of non low impact pesticides shouldn't be made when students are present on school property unless there is a separate ventilation system for the treated and the untreated areas, and smoke or fire doors separating the areas. Further, applications of non low impact pesticides on school property must be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours must be allowed prior to student re-entry on school property.

If there is application of a low impact pesticide on school property, it must be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extra-curricular activities.

Prepared by Patricia D. Hastings, Program Associate - Pest Management; hastings@aesop.rutgers.edu and George C. Hamilton, PhD, Extension Specialist in Pest Management; Hamilton@aesop.rutgers.edu
Phone: (732) 932-9801. Download this Fact Sheet online <http://www.rce.rutgers.edu/pubs/pdfs/fs001.pdf>

*Make sure to see the **School IPM Act** text for the specific requirements @ <http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/index.htm>. Also provides helpful resources & contacts.

**Low impact pesticides are specifically defined in the School IPM Act. Get a printable version of this information sheet and the lists of low impact materials online @ <http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/schoolipmact.htm>.

School IPM ACT

CHAPTER 117

AN ACT concerning the implementation of integrated pest management policies in public and private schools, and supplementing Title 13 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey: **C.13:1F-19**

Short title.

1. This act shall be known and may be cited as the "School Integrated Pest Management Act."

C.13:1F-20 Findings, declarations relative to the "School the Integrated Pest Management Act."

2. The Legislature finds and declares that in 1992, the National Parent Teacher Association passed a resolution calling for the reduced use of pesticides in schools and calling on policy makers to consider all possible alternatives before using any pesticides; that the National Education Association and many national public interest organizations have announced support for reducing or eliminating pesticide use in schools; that the State, as well as 87 local government entities throughout the State, have adopted integrated pest management policies for their buildings and grounds; that childhood cancer is continuing to increase at the alarming rate of one percent per year; that the overall incidence of childhood cancer increased 10 percent between 1974 and 1991, making cancer the leading cause of childhood death from disease; and that approximately 4,800,000 children in the United States under the age of 18 have asthma, the most common chronic illness in children, and the incidence of asthma is on the rise.

The Legislature further finds and declares that children are more susceptible to hazardous impacts from pesticides than are adults; that numerous scientific studies have linked both cancer and asthma to pesticide exposure; that the United States Environmental Protection Agency has recommended the use of an integrated pest management system by local educational agencies, which emphasizes nonchemical ways of reducing pests, such as sanitation and maintenance; that integrated pest management is an effective and environmentally sensitive approach to pest management that relies on common sense practices; that integrated pest management programs use current, comprehensive information on the life cycles of pests and their interaction with the environment, and that this information, in combination with available pest control methods is used to manage pest damage with the least hazard to people, property and the environment and by economical means; and that integrated pest management programs take advantage of all pest management options possibly including, but not limited to, the judicious use of pesticides; that a notification process should be established for schools under which each student, parent, guardian, staff member, and teacher shall be notified of a pesticide application; that parents and guardians have a right to know that there is an integrated pest management system in their children's schools; that an integrated pest management system provides long-term health and economic benefits; and that parents and guardians should have a right to be notified in advance of any use of a pesticide in their children's schools.

The Legislature therefore determines that it is in the public interest of all of the people of New Jersey that the schools in this State establish an integrated pest management policy.

C.13:1F-21 Definitions relative to the "School Integrated Pest Management Act."

3. As used in this act:

"Charter school" means a school established pursuant to P.L.1995, c.426 (C.18A:36A-1 et seq.).

"Commissioner" means the Commissioner of Environmental Protection.

"Department" means the Department of Environmental Protection.

"Integrated pest management coordinator" or **"coordinator"** means an individual who is knowledgeable about integrated pest management systems and has been designated by a local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, as the integrated pest management coordinator pursuant to section 5 of this act.

"Low Impact Pesticide" means any pesticide or pesticidal active ingredient alone, or in combination with inert ingredients, that the United States Environmental Protection Agency has determined is not of a character necessary to be regulated pursuant to the "Federal Insecticide, Fungicide, and Rodenticide Act," 7 U.S.C. s.136 et seq. and that has been exempted from the registration and reporting requirements adopted pursuant to that act; any gel; paste;

bait; antimicrobial agent such as a disinfectant used as a cleaning product; boric acid; disodium octoborate tetrahydrate; silica gels; diatomaceous earth; microbe-based insecticides such as bacillus thuringiensis; botanical insecticides, not including synthetic pyrethroids, without toxic synergists; and biological, living control agents.

"Pesticide" means any substance or mixture of substances labeled, designed, intended for or capable of use in preventing, destroying, repelling, sterilizing or mitigating any insects, rodents, nematodes, predatory animals, fungi, weeds and other forms of plant or animal life or viruses, except viruses on or in living man or other animals. "Pesticide" shall also include any substance or mixture of substances labeled, designed or intended for use as a defoliant, desiccant or plant regulator.

"School" means any public or private school as defined in N.J.S.18A:1-1.

"School integrated pest management policy" means a managed pest control policy that eliminates or mitigates economic, health, and aesthetic damage caused by pests in schools; that delivers effective pest management, reduces the volume of pesticides used to minimize the potential hazards posed by pesticides to human health and the environment in schools; that uses integrated methods, site or pest inspections, pest population monitoring, an evaluation of the need for pest control, and one or more pest control methods, including sanitation, structural repair, mechanical and biological controls, other nonchemical methods, and when nonchemical options are ineffective or unreasonable, allows the use of a pesticide, with a preference toward first considering the use of a low impact pesticide for schools.

"School pest emergency" means an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member.

"School property" means any area inside and outside of the school buildings controlled, managed, or owned by the school or school district.

"Staff member" means an employee of a school or school district, including administrators, teachers, and other persons regularly employed by a school or school district, but shall not include an employee hired by a school, school district or the State to apply a pesticide or a person assisting in the application of a pesticide.

"Universal notification" means notice provided by a local school board, a board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to all parents or guardians of children attending a school, and staff members of a school or school district.

C.13:1F-22 Development of model school integrated pest management policy.

4. a. No later than 12 months after the effective date of this act, the commissioner, in consultation with the Commissioner of Education, the New Jersey School Boards Association, and the New Jersey Cooperative Extension of Rutgers, The State University shall develop a model school integrated pest management policy that is based upon recommended integrated pest management plans for schools disseminated by the United States Environmental Protection Agency and that conforms to the rules adopted by the department pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.).
- b. No later than 18 months after the effective date of this act, the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or chief administrator of a private school, shall adopt and implement a school integrated pest management policy for the school property consistent with the model policy developed pursuant to subsection a. of this section and that complies with the provisions of this act.

C.13:1F-23 Designation of integrated pest management coordinator.

5. a. Each local school board of a school district, each board of trustees of a charter school, and each principal or chief administrator of a private school, as appropriate, shall designate an integrated pest management coordinator to carry out the school integrated pest management policy required pursuant to section 4 of this act.
- b. The integrated pest management coordinator for a school or school district shall:
 - (1) maintain information about the school or school district's school integrated pest management policy and about pesticide applications on the school property of the school or the schools within the school district;
 - (2) act as a contact for inquiries about the school integrated pest management policy; and
 - (3) maintain material safety data sheets, when available, and labels for all pesticides that are used on the school property of the school or of the schools in the school district.

C.13:1F-24 Maintenance of records of pesticide application; notices of policy.

6. a. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall request from the pesticide applicator and shall maintain records of pesticide applications used on school property at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites, and on request, shall make the data available to the public for review.
- b. Annually, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall include a notice of the school integrated pest management policy of the school or school district in school calendars or other forms of universal notification. c. The notice shall include:
- (1) the school integrated pest management policy of the school or school district;
 - (2) a list of any pesticide that is in use or that has been used in the last 12 months on school property;
 - (3) the name, address, and telephone number of the integrated pest management coordinator of the school or school district;
 - (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, (insert school name) 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."
- d. After the beginning of each school year, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall provide the notice required pursuant to subsection b. of this section to: (1) each new staff member who is employed during the school year; and (2) the parent or guardian of each new student enrolled during the school year.

C.13:1F-25 Permitted use of certain pesticides; notice.

7. a. If a local school board, board of trustees of a charter school or principal or chief administrator of a private school, as appropriate, determines that a pesticide, other than a low impact pesticide, must be used on school property, a pesticide may be used only in accordance with this section.
- b. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to a parent or guardian of each student enrolled at the school and each staff member of the school, notice that includes:
- (1) the common name, trade name, and federal Environmental Protection Agency registration number of the pesticide;
 - (2) a description of the location of the application of the pesticide;
 - (3) a description of the date and time of application, except that, in the case of outdoor pesticide applications, one notice shall include three dates, in chronological order, on which the outdoor pesticide applications may take place if the preceding date is canceled;
 - (4) a statement that The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: *"Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure"*;
 - (5) a description of potential adverse effects of the pesticide based on the material safety data sheet, if available, for the pesticide;
 - (6) a description of the reasons for the application of the pesticide;
 - (7) the name and telephone number of the integrated pest management coordinator for the school or the school district; and
 - (8) any additional label instruction and precautions related to public safety.
- c. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by:
- (1) written notice sent home with the student and provided to each staff member;
 - (2) a telephone call;
 - (3) direct contact;

(4) written notice mailed at least one week before the application; or (5) electronic mail.

- d. If the date of the application of the pesticide must be extended beyond the period required for notice under this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall reissue the notice required under this section for the new date of application. **C.13:1F-26**

Posting of sign prior to use of certain pesticides.

8. a. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign that provides notice of the application of the pesticide (1) in a prominent place that is in or adjacent to the location to be treated; and (2) at each entrance to the building or school ground to be treated.
- b. A sign required pursuant to subsection a. of this section for the application of a pesticide shall
- (1) remain posted for at least 72 hours after the end of the treatment;
 - (2) be at least 8 ½ inches by 11 inches; and
 - (3) state the same information as that required for prior notification of the pesticide application pursuant to section 7 of this act.
- c. In the case of outdoor pesticide applications, each sign shall include three dates, in chronological order, on which the outdoor pesticide application may take place if the preceding date is canceled due to weather. A sign shall be posted after an outdoor pesticide application in accordance with subsection b. of this section.
- d. The requirement imposed pursuant to this section shall be in addition to any requirements imposed pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.), and any rules or regulations adopted pursuant thereto.

C.13:1F-27 Applicability of notice and posting requirements.

9. The provisions of sections 7 and 8 of this act shall apply if any person applies a pesticide, other than a low impact pesticide, on school property, including a custodian, staff member, or commercial applicator. These provisions shall apply to a school during the school year, and during holidays and the summer months, only if the school is in use by children during those periods. During those periods, notices shall be provided to all staff members and the parents or guardians of the students that are using the school in an authorized manner.

C.13:1F-28 Emergency use of certain pesticides; notice requirements

10. a. A pesticide, other than a low impact pesticide, may be applied on school property in response to an emergency, without complying with the provisions of sections 7 and 8 of this act, provided the requirements of subsection b. of this section are met.
- b. Within 24 hours after the application of a pesticide pursuant to this section, or on the morning of the next school day, whichever is earlier, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to each parent or guardian of a student enrolled at the school, and staff member of the school, notice of the application of the pesticide for emergency pest control that includes: (1) the information required for a notice under section 7 of this act; (2) a description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member; and (3) if necessary, a description of the steps that will be taken in the future to avoid emergency application of a pesticide pursuant to this section.
- c. The local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by: (1) written notice sent home with the student and provided to the staff member; (2) a telephone call; (3) direct contact; or (4) electronic mail.
- d. When a pesticide is applied pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign warning of the pesticide application at the time of the application of the pesticide, in accordance with the provisions of section 8 of this act.
- e. If there is an application of a pesticide pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall modify the school integrated pest management policy of the school or school district if necessary, to minimize the future emergency applications of pesticides under this section.

C.13:1F-29 Application of pesticides; re-entry period requirements

11. a. A pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities prior to the time prescribed for reentry to the application site by the United State Environmental Protection Agency on the pesticide label, except that if no specific numerical re-entry time is prescribed on a pesticide label, such a pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities within seven hours of the application.
- b. A pesticide, other than a low impact pesticide, shall not be applied in a school building when students are present. Students may not be present in an untreated portion of a school building unless the area being treated with a pesticide, other than a low impact pesticide, is served by a separate ventilation system and is separated from the untreated area by smoke or fire doors.
- c. A low impact pesticide may be applied in areas of a school building where students will not contact treated areas until sufficient time is allowed for the substance to dry or settle, or after the period of time prescribed for re-entry or for ventilation requirements on the pesticide label has elapsed.
- d. This section shall not apply when pesticides are applied on school property for student instructional purposes or by public health officials during the normal course of their duties.

C.13:1F-30 Immunity from liability of commercial pesticide applicator.

12. A commercial pesticide applicator shall not be liable to any person for damages resulting from the application of a pesticide at a school if the damages are solely due to the failure of the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to provide the notice required prior to the application of a pesticide pursuant to the provisions of section 7, 8, 9, or 10 of P.L.2002, c.117 (C.13:1F25, C.13:1F-26, C.13:1F-27 or C.13:1F-28).

C.13:1F-31 Development, availability of form for certifying compliance.

13. The department shall develop and make available to commercial pesticide applicators a form which a commercial pesticide applicator may request an integrated pest management coordinator to sign prior to the application of a pesticide, other than a low impact pesticide, on school property. The form developed pursuant to this section shall set forth a certification by the integrated pest management coordinator that the notice and posting requirements for the application of a pesticide established pursuant to section 7 and section 8 of this act, or the posting requirement established pursuant to section 10 of this act, as appropriate, have been complied with. Upon being presented by a commercial pesticide applicator with a form pursuant to this section, the signature of the integrated pest management coordinator shall be required as a condition for the application of the pesticide. **C.13:1F-32 Issuance of administrative order; notice of violation.**

14. a. The Department of Environmental Protection may issue an administrative order against a local school board, the board of trustees of a charter school, or a principal or chief administrator of a private school that fails to adopt and implement a pesticide use and school integrated pest management policy in compliance with the provisions of this act. Upon identification of a violation of this act, the department shall issue a notice of violation by certified mail or personal service to the person responsible for the violation that identifies the violation and states that an administrative order may be issued requiring compliance with the act. Any notice of violation or administrative order shall (1) specify the provision or provisions of this act, or the rule or regulation adopted pursuant thereto, of which the person is in violation; (2) cite the action that caused the violation; and (3) require compliance with the provision of this act or the rule or regulation adopted pursuant thereto of which the person is in violation. In addition, any administrative order issued pursuant to this section shall give notice to the person of his right to a hearing on the matters contained in the order. The person shall have 20 days from receipt of the order within which to deliver to the commissioner a written request for a hearing. Subsequent to the hearing and upon finding that a violation has occurred, the commissioner may issue a final order. If no hearing is requested, the order shall become a final order upon the expiration of the 20-day period.

- b. The provisions of section 10 of P.L.1971, c.176 (C.13:1F-10) shall not apply to this act.

C.13:1F-33 Rules, regulations.

15. The commissioner shall adopt, pursuant to the provisions of the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), such rules or regulations as are necessary to implement the provisions of this Act.

This act shall take effect immediately. Approved December 12, 2002.