

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-03</b>
<b>Subject: PEST CONTROL: INTEGRATED PEST MANAGEMENT (IPM)</b>	<b>Date of Issue: 6/12/02</b>
<b>Preparing Office: Office of the Superintendent</b>	<b>Amended:</b>

I. Policy

II. Procedures

A. Environmental Concerns

Maryland law requires an Integrated Pest Management (IPM) program to identify and control pest problems in schools and on school grounds. The Maryland Department of Agriculture administers the law. Under an approved program, FCPS utilizes staff training, IPM, inspection, and sanitation practices to minimize or eliminate the need for pesticide use.

The law requires that schools notify parents, guardians, and staff 24 hours before pesticides are to be applied inside or outside the building. At the elementary level, parents/guardians of all students must be notified. At the middle and high school (secondary) levels, only those parents, guardians or staff who have requested notification needs to be sent a notice. Individuals wishing to be notified can obtain a notification request form at each middle or high school office. The form must be completed each year by requestors in order to be considered current.

Note: Cross-reference Regulation 400-21- "Pediculosis" for specific information regarding the control program for head lice.

B. Frederick County Public Schools IPM Statement

The FCPS Integrated Pest Management (IPM) statement is annually published in the Calendar Handbook, which is distributed by each school to staff, and to student households. The annual publication of this statement meets the requirements of universal notification, as stipulated by the law. If changes to the content are necessary during the school year, (e.g. a change to a listed pesticide) FCPS will advise schools of such changes through memo, email, etc. Schools shall add the updates to their IPM program binders. The Operations Department reviews the policy notice on an annual basis.

C. Pest Management Roles and Responsibilities

1. The role of the principal and school personnel

Each school administration is responsible for the IPM program at their respective school and should maintain a copy of the FCPS IPM program binder, "Integrated Pest Management Program for Frederick County Public Schools" on file. Principals will receive updates about the IPM program whenever necessary.

Under the FCPS IPM program, each school is to have at least one qualified custodian trained in IPM methods. Typically this is the lead custodian. The Operations Department encourages the training of all custodians in IPM methods. All properly trained custodians can be listed as IPM registered and are the only school-based personnel permitted to apply pesticides. Annual training updates are required in order to maintain registration.

## 2. School procedures

The IPM procedures for elementary and secondary schools are outlined in the IPM program binder. Schools shall use the appropriate procedure for their level (i.e. elementary or secondary). In addition, various forms are to be used to document pest control efforts, notify staff, students, parents, etc. (See binder tab labeled "Required Forms.")

A cross-reference of pesticides and health hazard data is provided in Appendix 'A' of the FCPS IPM program binder. Specific parts of this cross-reference are to be included in school notification letters. Even though FCPS uses very few pesticides under IPM, the complete listing was prepared by the Maryland Department of Agriculture and has been included as a reference tool. Another reference entitled "Pest Control and Sanitation: What Can I Do?" is provided in Appendix 'B' of the FCPS IPM program binder. It is intended as a general reference for school questions about how IPM works. It is also used in IPM training of custodians when they become registered IPM pesticide applicators. Principals and IPM registered staff should familiarize themselves with the appendices.

## 3. The role of the Operations Department

The Operations Department is the IPM program designee for FCPS. This office is responsible for general overview of the program, annual training of personnel and review of records, and coordination with schools in regard to their IPM activities and strategies. In addition, Operations Department staff will provide for the quality assurance of IPM records and coordination with the Maryland Department of Agriculture.

## D. Pest control procedures and pest management objectives

**The major focus of any IPM program is to minimize the use of pesticides.** In the event that sanitation, exclusion, and other means do not provide sufficient resolution of a pest problem, pesticides may be used in accordance with the procedures outlined in the FCPS IPM program binder.

All schools must participate in IPM practices. In order to effectively control pests, it is useful to monitor pest activity using sticky traps and/or mousetraps, BEFORE pests become a large problem. **Integrated Pest Management (IPM) Service Reports are used for this purpose.**

Monitoring is intended to identify potential pests as well as provide data on how minimal or serious a problem may exist. This data **MUST** be collected and assessed PRIOR to the application of pesticides. Under the law, IPM methods must be applied and utilized and only as a last resort are pesticides considered for use.

Improvements in cleaning, sanitation, occupant education or other non-chemical methods must be used before pesticide use will be authorized. The IPM Service Report Form serves as a record of each school's efforts to monitor, assess, and control pests and documents strategies.

E. Schools must complete IPM service reports on a monthly basis

A copy of each report shall be submitted monthly, by the lead custodian, to the custodial services specialist for that school. This will assist the Operations Department and individual schools in controlling pests. The lead custodian should maintain copies of the reports with the school's IPM program binder as well. All records pertaining to IPM are subject to inspection by the Operations Department and/or the Maryland Department of Agriculture.

F. Pesticide Applications: IPM Registered Personnel and Contractors

The Operations Department maintains a list of all registered individuals and must provide this information to the Maryland Department of Agriculture upon request. **Schools are NOT allowed to apply pesticides inside or outside a school, unless applied by a registered individual or by a contractor approved by the Operations Department. This includes applications for weed control, athletic fields, etc.**

G. Notification procedures

School principals are responsible for assuring that all appropriate notifications are made, prior to application of a pesticide inside school or on school grounds. A guidance document entitled "**Public School Notification Requirements**" is included in the FCPS IPM program binder for easy reference.

H. Contact person

For more information about the IPM program, contact the Supervisor of Operations and Safety, at 301-644-5150.

Approved:

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Jack D. Dale  
Superintendent