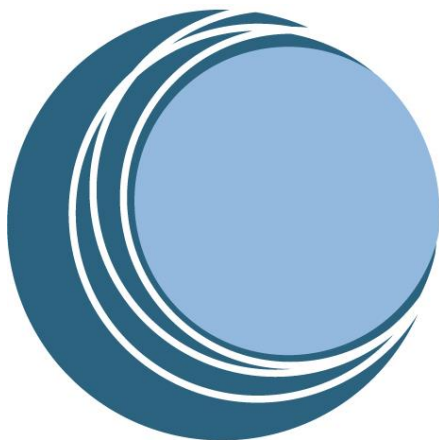


Central Oregon Community College

Integrated Pest Management

Master Plan



CENTRAL OREGON
community college

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I. INTRODUCTION

Structural and landscape pests can pose significant problems on campus. Pests such as mice and cockroaches can trigger asthma. Mice and rats are vectors of disease. Some people are allergic to yellow jacket stings. The pesticides used to remediate these and other pests can also pose health risks to people, animals, and the environment. Because the health and safety of students, staff, and faculty is our first priority – and a prerequisite to learning – it is the policy of COCC to approach pest management with the least possible risk to students, staff and faculty. In addition, Senate Bill 637 (incorporated into ORS Chapter 634 upon finalization in 2009) requires all community colleges to implement integrated pest management in their schools. For this reason, the COCC Board of Directors adopts this integrated pest management plan for use on all COCC campuses.

II. WHAT IS INTEGRATED PEST MANAGEMENT?

Integrated Pest Management, also known as IPM, is a process for achieving long-term, environmentally sound pest suppression through a wide variety of tactics. Control strategies in an IPM program include structural and procedural improvements to reduce the food, water, shelter, and access used by pests. Since IPM focuses on remediation of the fundamental reasons why pests are here, pesticides are rarely used and only when necessary.

To summarize, IPM is a common-sense pest management strategy that focuses on long-term solutions to pest problems with minimum impact on human health and the environment.

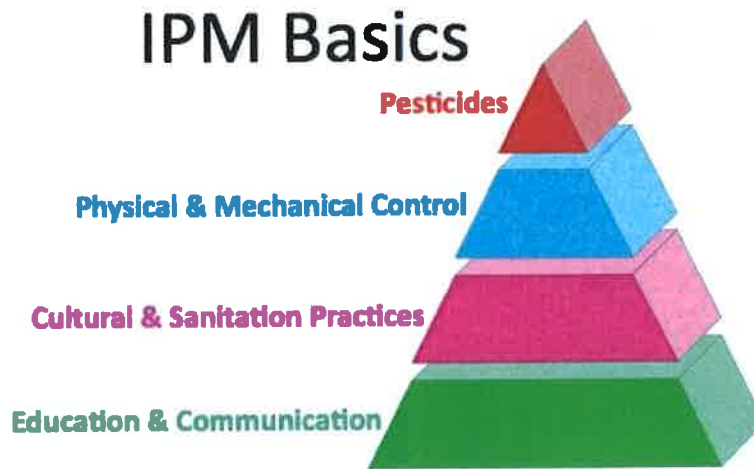
IPM Basics

Education and Communication: The foundation for an effective IPM program is education and communication. We need to know what conditions can cause pest problems, why and how to monitor and identify pests, and understand pest behavior and biology before we can begin to manage pests effectively. Communication about pest issues is essential. *A protocol for reporting pests or pest conducive conditions and a record of what action had been taken are the most important elements of an effective IPM program.*

Culture & Sanitation: Knowing how human behavior encourages pests helps prevent them from becoming a problem. Small changes in cultural or sanitation practices can have significant effects on reducing pest populations. Cleaning under kitchen serving counters, reducing clutter in classrooms, putting dumpsters further from kitchen door/loading dock, proper irrigation scheduling, and over-seeding of turf areas are all examples of cultural and sanitation practices that can be employed to reduce pests.

Physical & Mechanical: Rodent traps, sticky monitoring traps for insects, door sweeps on external doors, sealing holes under sinks, proper drainage and mulching of landscapes, and keeping vegetation at least 24 inches from buildings are all examples of physical and mechanical control.

Pesticides: IPM focuses on remediation of the fundamental reasons why pests are present. Pesticides should be rarely used and only when necessary.



III. WHAT IS AN INTEGRATED PEST MANAGEMENT PLAN?

ORS 634.700 defines an IPM plan as a proactive strategy that:

(A) Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

- a) Protect the health and safety of students, staff and faculty
- b) Protect the integrity of campus buildings and grounds
- c) Maintain a productive learning environment
- d) Protect local ecosystem health

(B) Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests.

(C) Incorporates the use of sanitation, structural remediation, habitat manipulation or mechanical, biological and chemical pest control measures that present a reduced risk or have a low impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides.

(D) Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage.

(E) Evaluates the need for pest control by identifying acceptable pest population density levels.

(F) Monitors and evaluates the effectiveness of pest control measures

- (G) Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests
- (H) Excludes the application of pesticides for purely aesthetic purposes
- (I) Includes staff education about sanitation, monitoring and inspection and about pest control measures
- (J) Gives preference to the use of nonchemical pest control measures
- (K) Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective
- (L) Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The above definition is the basis for COCC's IPM plan. This plan fleshes out the required strategy from ORS 634.700 – 634.750 for community colleges.

Note: As mentioned above, ORS 634.700 allows for the routine application of pesticides designed to be consumed by pests. To avoid a proliferation of pests and/or unnecessary applications of pesticides, several steps must be taken before **any** "routine" applications are allowed:

- 1) Staff must be educated on sanitation, monitoring, and exclusion as the primary means to control the pest.
- 2) An acceptable pest population density level must be established.
- 3) The use of sanitation, structural remediation or habitat manipulation, or of mechanical or biological control methods must be incorporated into the management strategy of the pest.
- 4) Documentation that the above steps were ineffective.
- 5) The pesticide label must be read thoroughly to make sure the pesticide will be used in strict compliance with all label instructions.

IV. COCC IPM PLAN COORDINATOR

(Note: ORS 634.720 states that the Coordinator "must be an employee of the governed district, unit, school or entity, unless the governing body delegates pest management duties to an independent contractor.")

The COCC Board of Directors designates the Assistant Director Campus Services-Grounds/Custodial, as the IPM Plan Coordinator. Currently, that position is held by Mike Beaulieu. The Coordinator is key to successful IPM implementation within COCC and is given the authority for overall implementation and evaluation of this plan.

The Coordinator is responsible for:

A. Attending not less than six hours of IPM training each year

The training will include a general review of IPM principles and the requirements of ORS 634.700 – 634.750. It will also include hands-on training on updated exclusion practices, monitoring & inspection techniques, and management strategies for common pests.

B. Conducting outreach to the COCC community (custodians, maintenance, construction, grounds, faculty, and Sodexo staff) about the college's IPM plan;

The IPM Plan Coordinator (or designee) will provide training as outlined in Section VI below.

C. Overseeing pest prevention efforts;

The Coordinator will work with custodians, faculty, and maintenance to reduce clutter and food in offices, classrooms, common spaces, food serving areas and seal up pest entry points along building perimeters.

D. Assuring that the decision-making process for Implementing IPM on campus (section V) is followed;

The Coordinator will continually assess and improve the pest monitoring/reporting/action protocol.

E. Assuring that all notification, posting, and record-keeping requirements in section VII are met when the decision to schedule a pesticide application is made.

F. Maintaining the approved pesticides list as per section VIII.

G. Responding to inquiries and complaints about noncompliance with the plan.

Responses to inquiries and complaints will be in writing and kept on record with the Coordinator.

H. Respond with action plan to work orders identifying presence of pests.

Action plan can include hiring of pest control contractor to eliminate pests or utilizing Campus Services staff for the same, and outlining plan to prevent future occurrence of pests in same area.

I. Work with food vendor, Sodexo, to assure floor under serving counters is kept free of food and drink debris.

H. Coordinate repairs needed by Building Maintenance department when pest access points have been reported. These include but are not limited to: missing or improperly installed door sweeps, exterior wall holes, open cutouts at water/electrical/gas pipe penetrations, etc... Maintain recordkeeping for any action taken.

I. Documentation of all IPM-related activity. Digital documentation of any and all IPM-related activity including, but not limited to: training brochures/PowerPoint's/dates/targeted trainee names, pesticide application correspondences, monitoring logs, Pest Logs, follow-up action documents, annual reports, related correspondences, inspection reports and completed forms. All documentation to be stored on the college's N-drive server at:
N:\Dept\Camp_Services\Campus_Services_Departments\3. GROUNDS MAINTENANCE\Integrated Pest Management (IPM)

V. IPM DECISION-MAKING PROCESS

A. Responsibilities of COCC Employees and Food vendor

1. IPM Plan Coordinator Responsibilities

See Section IV above

2. Custodial Department Responsibilities

Custodial staff are responsible for the following:

- 1) Annually, complete online IPM training/test created/coordinated by IPM Plan Coordinator.
- 2) Submit work order to IPM Coordinator whenever small cracks or holes in building or any pest access-conducive conditions are discovered by custodian.
- 3) Custodial Lead to submit work order to IPM Coordinator if staff or faculty reports clutter or other pest-conducive conditions in class rooms.
- 4) Confiscating any unapproved pesticides (such as aerosol spray cans) discovered during regular duties and delivering them to the IPM Plan Coordinator.
- 7) Follow up on issues found in annual inspection report as needed/instructed by the IPM Plan Coordinator (IPM Plan Coordinator will determine which buildings receive annual inspections based on pest and pesticide use history). Any action required would be coordinated by IPM Coordinator with Custodial Lead.

3. Maintenance Department Responsibilities

Staff involved in facilities maintenance are responsible for working with the IPM Plan Coordinator to ensure their daily tasks, projects and operations enhance effective pest management. This includes:

- 1) Annually, complete online IPM training/test that should include the urgency to seal pest entry points.
- 2) Continually monitoring for pest conducive conditions during daily work, and sealing small holes and cracks when noticed.

3) Assistant Director Campus Services, Maintenance to work with the Coordinator to develop a protocol and priority list with deadlines for sealing holes, installing external door sweeps, and other pest exclusion needs.

4) Assistant Director Campus Services, Maintenance to work with IPM Coordinator to develop protocols and provisions for pest avoidance and prevention during construction and renovation projects. Failure to follow protocols and provisions could lead to the halt of construction projects.

5) Coordinate efforts of outside contractors to apply pest management practices. Communicate schedule to IPM coordinator for record keeping purposes. Post notifications provided by IPM coordinator. (IPM coordinator is responsible for online communication of planned event to COCC community).

4. Grounds Department Responsibilities

Grounds crews are responsible for:

1) Annually, complete online IPM training/test created/coordinated by IPM Plan Coordinator.

2) Keeping vegetation (including tree branches and bushes) at least two feet from building surfaces.

3) Proper mulching in landscaped areas to reduce weeds.

4) Proper fertilization, over-seeding, mowing height, edging, drainage, aeration, and irrigation scheduling in turf areas to reduce weeds (see OSU turf management publications EC 1521, EC 1278, EC 1550, EC 1638-E, and PNW 299 - available free online at <http://extension.oregonstate.edu/catalog/>).

5) When the decision is made to apply a pesticide, assist IPM Coordinator following notification, posting, record-keeping and reporting protocols outlined in Section VI.

5. Food Vendor Responsibilities (Sodexo, Inc.)

Sodexo staff are responsible for:

1) Annually, complete online IPM training/test created/coordinated by IPM Plan Coordinator.

2) Assuring floor under serving counters is kept free of food and drink debris.

3) Promptly emptying and removing corrugated cardboard materials.

4) Keeping exterior kitchen doors closed at all times.

5) Reporting pest conducive conditions that require maintenance (e.g., leaky faucets, dumpster too near building, build-up of floor grease requiring spray-washing, etc.) to IPM coordinator via email.

6) Participating in any inspections conducted by custodian or IPM Plan Coordinator.

7) Checking sticky trap monitors once per month for cockroaches or drain flies. Immediately reporting these pests and any sightings of rodents or rodent droppings via email to IPM coordinator.

6. Faculty Responsibilities

Faculty are responsible for:

1) Keeping their classrooms and work areas free of clutter.

2) Making sure students clean up after themselves when food or drink is consumed in the classroom.

3) Reporting pests and pest conducive conditions to the IPM coordinator via work order.

4) Following first steps of protocol for ant management before notifying the custodian (clean up any food the ants are eating, kill visible ants, wipe down area where ants were with soapy water, notify IPM coordinator only if ants continue to be found after following these steps).

B. Monitoring – Reporting – Action Protocol

Monitoring is the most important requirement of ORS 634.700 – 634.750. It is the backbone of the College's IPM Program. It provides recent and accurate information to make intelligent and effective pest management decisions. It can be defined as the regular and ongoing inspection of areas where pest problems do or might occur. Information gathered from these inspections is always written down.

As much as possible, monitoring should be incorporated into the daily activities of staff. Staff training on monitoring should include what to look for and how to record and report the information.

1. Three levels of monitoring

There are three levels of monitoring:

- 1) Casual observing/looking with no record keeping is not helpful
- 2) Casual observing/looking with written observations can be useful
- 3) Careful inspections with written observations is always useful

Level 2 monitoring (all staff)

Staff will be encouraged to improve their "casual observing/looking" to level 2, and to report any pests and pest-conducive conditions they observe. Level 2 monitoring is conducted by faculty, administration, custodial/maintenance/grounds, construction, and kitchen staff.

After a brief (15 – 20 minute) training by the IPM Plan Coordinator (or designee) on pests and pest conducive conditions, staff will be expected to report pests or pest conducive conditions they observe during the normal course of their daily work. Reporting will be done by jotting observations down in a Pest Log (available from IPM Coordinator) or reporting them directly to the IPM Coordinator. Grounds and/or Custodial personnel, under the guidance of the IPM Coordinator will set and/or check sticky monitoring traps in areas designated as "pest vulnerable"--- kitchens, storage, etc.

Level 3 monitoring (Coordinator and Grounds/Custodial staff)

The IPM Plan Coordinator (or designee) and Grounds/Custodial staff will periodically conduct monitoring at level 3. Coordinator and Custodial staff will monitor structures:

- Pest conducive conditions inside and outside the building (structural deterioration, holes that allow pests to enter, conditions that provide pest harborage)
- The level of sanitation inside and out (waste disposal procedures, level of cleanliness inside and out, conditions that supply food and water to pests)
- The amount of pest damage and the number and location of pest signs (rodent droppings, termite shelter tubes, cockroaches caught in sticky traps, etc.)
- Human behaviors that affect the pests (working conditions that make it impossible to close doors or screens, food preparation procedures that provide food for pests, etc.)
- Their own management activities (caulking/sealing, cleaning, setting out traps, treating pests, etc.) and their effects on the pest population. Maintenance personnel may be called in to assist with some of the required tasks, i.e. caulking/sealing.

Level 3 monitoring (Grounds staff)

Grounds Lead to assign Grounds staff as needed to assist in monitoring Turf and Landscape as follows:

- The condition of the plants (vigor and appearance)
- The amount of plant damage
- pH, phosphorus, and potassium levels of turf (soil test every 3-4 years on Athletic Field, Quad, and BEC or as designated by Grounds Lead)

- Kind and abundance of pests (weeds, insects, mites, moles, etc.) as well as natural enemies (ladybugs, spiders, lacewing larvae, syrphid fly larvae, etc.)
- Weather conditions (record any unusually dry, hot, wet, or cold weather in the past few weeks that may have contributed to pest problems)
- Identifying areas of poor drainage
- Human behaviors that affect the plants or pests (foot traffic that compacts the soil, physical damage to plants caused by people, insistence on having certain plants grow in inappropriate situations, etc.)
- Management activities (pruning, fertilizing, mulching, aeration, treating pests, etc.) and their effects on the plants and the pest population.

2. Sticky monitoring traps for insects

Sticky traps are neither a substitute for pesticides nor an alternative for reducing pest populations, but rather a diagnostic tool to aid in identifying a pest's presence, the likely direction pests are coming from, and the number of pests.

All staff will be made aware of the traps and their purpose so they don't disturb them. Custodial and/or Grounds personnel will be responsible for setting them out and checking them once per month, and replacing them once every four months.

After receiving training in the use of pest monitoring sticky traps by the IPM Plan Coordinator (or designee), custodial and grounds staff will be responsible for checking traps placed in pre-determined "pest-vulnerable areas": CCC kitchen, Res Hall kitchen area, staff eating areas/lunchrooms/kitchens, and custodial closets on a monthly basis, and replacing them every four months. If custodial and grounds staff cannot interpret what they find in the monitors they will contact the IPM Plan Coordinator for assistance (E-mailing a close-up digital photo of the unfolded sticky trap would help!).

3. Reporting (pests, signs of pests, and conducive conditions)

When staff observe pests or pest conducive conditions they should report them to the IPM Coordinator.

4. Reporting "Pests of Concern"

"A pest of concern" is a pest determined to be a public health risk or a significant nuisance pest. These include cockroaches (disease vectors, asthma triggers), mice & rats (disease vectors, asthma triggers), yellow jackets (sting can cause anaphylactic shock), cornered nutria, raccoons, cats, dogs, opossums, skunks (they can bite), and bed bugs (significant nuisance pest).

When pests of concern (or their droppings, nests, etc.) are observed, staff should immediately report to the IPM Coordinator.

5. Action!

a) Structural

Any items (such as sealing up holes) that maintenance, custodial or grounds staff observe (or see on Pest Logs) that they can resolve in less than 15 minutes should be taken care of and this follow up action should be noted in the Pest Log.

If the actions needed are not something the Coordinator can accomplish alone or with minimal assistance, the Coordinator will meet with maintenance personnel and/or the Pest Management Professional (contractor) to develop a protocol and priority list with deadlines for sealing holes, installing external door sweeps, and other pest exclusion or pest management needs. The Coordinator will generate and assign work orders as needed to help keep actions organized and documented.

The Coordinator will monitor the completion of the work order and work with all parties involved towards an agreed-upon deadline for completion.

The Coordinator will keep records of time and money spent to manage the pest, including copies of original receipts.

Small Ants:

When a small number of ants (e.g. under 10 ants) has been reported, custodial staff will be required to:

- 1st) Take time to determine where the ants are coming from
- 2nd) Vacuum up the ants and any food debris nearby (vacuum up a tablespoon of cornstarch to kill most of the ants in the vacuum bag, then put the vacuum bag inside plastic garbage bag, seal it, and dispose of it properly)
- 3rd) Seal up the crack or hole where the ants were coming from. (If this is not possible, inform IPM Coordinator who will dispatch Maintenance personnel to seal the hole).
- 4th) Wipe down the area with soapy water or disinfectant to remove pheromone trails
- 5th) Notify the Coordinator of actions taken for documentation.

If it is reported that the ants have returned:

- 1st) Take time to determine where the ants are coming from
- 2nd) Notify Coordinator so that further action can be taken

To avoid a proliferation of small ants and/or unnecessary applications of pesticides, the routine use of ant baits is not permitted without first:

- 1st) Educating staff on sanitation, monitoring, and exclusion as the primary means to control the ants.
- 2nd) Establishing an acceptable pest population density (e.g. 10 ants).
- 3rd) Improving sanitation (e.g. cleaning up crumbs and other food sources) and structural remediation (sealing up cracks or holes where the ants are coming from).

b) Grounds

When pests on grounds reach a threshold established by the Grounds staff lead and the IPM Plan Coordinator, action will be taken as determined by the Coordinator.

6. Acceptable Thresholds (pest population density levels)

A threshold is the number of pests that can be tolerated before taking action. The acceptable threshold for cockroaches, mice, rats, raccoons, cats, dogs, opossums, skunks, and nutria is 0.

Acceptable thresholds for other pests will be determined by the IPM Plan Coordinator on a case by case basis.

C. Inspections

1) Routine Inspections

The IPM Plan Coordinator (or a designee) will conduct routine inspections of different locations on all campuses throughout the year (schedule and campus locations to be determined by the Coordinator). The inspections will typically last no longer than one to two hours and will focus on compliance with this plan and an inspection of the kitchen, staff room, and any other place of concern. After each routine inspection the Coordinator will write a one-page report on findings and recommendations. The report will be stored online for future viewing/reference.

2) Annual Inspections

The IPM Plan Coordinator (or designee) will conduct annual inspections at individual schools. The specific campuses and locations within them to be inspected will be determined by the IPM Plan Coordinator based on a review of the annual number of pest problems and pesticide applications reported in the Annual IPM Report and Annual Report of Pesticide Applications.

D. Pest Emergencies (see also Section VII. B. below)

IMPORTANT: If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps. When the IPM Plan Coordinator, after consultation with college administration, determines that the presence of a pest or pests immediately threatens the health or safety of students, staff, faculty members or members of the public using the campus, or the structural integrity of campus facilities, he or she may declare a pest emergency. Examples include (but are not limited to) yellow jackets swarming in areas frequented by children, a half a dozen mice or rats running through occupied areas of a school building.

E. Annual IPM Report (completed by IPM Plan Coordinator)

In January of each year, the IPM Plan Coordinator will provide the college upper management and the OSU School IPM Program Coordinator an annual IPM report. The report will include a summary of data gathered from Pest Logs, as well as costs for PMPs and pesticides (including turf and landscape pesticides). Costs for items such as sealants, fixing screens, door sweeps and other items that would not normally be considered part of pest control will not be recorded.

Prevention and management steps taken that proved to be ineffective and led to the decision to make a pesticide application will be incorporated into the annual report of pesticide applications (see section VII. D)

VI. REQUIRED TRAINING/EDUCATION

ORS 634.700 (3) (i) requires staff education "about sanitation, monitoring and inspection and about pest control measures". All staff should have at least a general review of IPM principles and strategy as outlined in Sections II and III.

A. IPM Plan Coordinator Training

ORS 634.720 (2) requires that the IPM Plan Coordinator "shall complete not less than six hours of training each year. The training shall include at least a general review of IPM principles and the requirements of ORS 634.700 to 634.750."

Content should include health and economic issues associated with pests in schools, exclusion practices, pest identification and biology for common pests, common challenges with monitoring-reporting-action protocols, proper use of sticky monitoring traps for insects, and hands-on training on proper inspection techniques.

******NOTE:**

Staff training power point presentations can be found at:
 N:\Dept\Camp_Services\Campus_Services_Departments\3. GROUNDS
 MAINTENANCE\Integrated Pest Management (IPM)\Forms & Information\Training
 Power Point Presentations*****

B. Training for Custodial Staff and designated Grounds staff

The IPM Coordinator (or a designee) will train custodial staff and designated Grounds staff at least annually on sanitation, monitoring, inspection, and reporting, and their responsibilities as outlined in Section V. A.

C. Training for Maintenance Staff

The IPM Coordinator (or a designee) will train maintenance staff at least annually on identifying pest conducive conditions and mechanical control methods (such as door sweeps on external doors and sealing holes under sinks), and their responsibilities as outlined in Section V. A.

D. Training for Grounds Staff

The IPM Coordinator (or designee) will train grounds staff at least once per year. Each year before the training, the Grounds Lead will meet with the IPM Plan Coordinator to review the annual report of pesticide applications and plan related training for all grounds staff as needed. The annual training will review this IPM Plan (especially grounds department responsibilities outlined in Section V.A.) and data from the annual report related to pesticide applications by grounds crew. It will also review the OSU turf management publications EC 1521, EC 1278, EC 1550, EC 1638-E, and PNW 299 (available free online at <http://extension.oregonstate.edu/catalog/>). Grounds staff will also be trained in basic monitoring for common pests on grounds.

E. Training for Kitchen Staff

The IPM Plan Coordinator (or a designee of the Coordinator) will train Sodexo kitchen staff at least once per year on the basic principles of IPM and their responsibilities as outlined in Section V. A.

F. Training for Faculty

The IPM Plan Coordinator (or a designee of the Coordinator) will share training opportunities for principles of IPM with Instructional Deans once per year for Dean's to share with faculty.

G. Other Training

Basic training on the principals of IPM and this IPM Plan will be made available to administrative staff and students via the Campus Services website. IPM principles to be part of the onboarding process for new hires in Grounds, Custodial, and Maintenance departments.

VII. PESTICIDE APPLICATIONS: REQUIRED NOTIFICATION, POSTING, RECORD KEEPING, AND REPORTING

Any pesticide application (this includes weed control products, ant baits, and all professional and over-the-counter products) on college property must be made by a licensed commercial or public pesticide applicator.

A. Notification and Posting for Non-emergencies

When prevention or management of pests through other measures proves to be ineffective, the use of a low-risk pesticide is permissible. *Documentation of these measures is a pre-requisite to the approval of any application of a low-risk pesticide. This documentation will remain on file with the IPM Plan Coordinator.*

Scheduling for non-emergency pesticide applications will always be targeted at times of low campus use, i.e. Fridays, summer term, early morning hours, spring break, etc. This will include reentry time as specified on the product label. If the labeling does not specify a reentry time, the IPM Plan Coordinator will determine an appropriate reentry time based on area ventilation and typical student use patterns within the treated area.

The IPM Plan Coordinator (or a designee) will give written notice of a proposed pesticide application via the Bobcat online forum at least 24 hours before the application occurs.

The notice must identify the name, trademark or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of application and the reason for the application.

The IPM Plan Coordinator (or a designee) shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs.

A warning sign must bear the words "Warning: pesticide-treated area", and give the expected or actual date and time for the application, the expected or actual reentry time, and provide the telephone number of a contact person (the person who is to make the application and/or the IPM Plan Coordinator).

B. Notification and Posting for Emergencies

Important Notes:

- 1) *The IPM Plan Coordinator may not declare the existence of a pest emergency without consultation and approval with college upper level administration.*
- 2) *If a pesticide is applied at a campus due to a pest emergency, the Plan Coordinator shall review the IPM plan to determine whether modification of the plan might prevent future pest emergencies, and provide a written report of such to upper level administration.*
- 3) *Upper level administration shall review and take formal action on any recommendations in the report.*

The declaration of the existence of a pest emergency is the only time a non, low-impact pesticide may be applied.

If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps.

If a pest emergency makes it impractical to give a pesticide application notice no later than 24 hours before the pesticide application occurs, the IPM Plan Coordinator shall send the notice no later than 24 hours after the application occurs.

The IPM Plan Coordinator or designee shall place notification signs around the area as soon as practicable but no later than at the time the application occurs.

Note: ORS 634.700 also allows the application of a non, low-impact pesticide "by, or at the direction or order of, a public health official". If this occurs, every effort must be made to comply with notification and posting requirements above.

C. Record Keeping of Pesticide Applications

The IPM Plan Coordinator or designee shall keep a copy of the following pesticide product information on file within the college's N-drive network:

- A copy of the label
- A copy of the MSDS
- The brand name and USEPA registration number of the product
- The approximate amount and concentration of product applied
- The location of the application
- The pest condition that prompted the application
- The type of application and whether the application proved effective
- The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide
- The name(s) of the person(s) applying the pesticide
- The dates on which notices of the application were given
- The dates and times for the placement and removal of warning signs
- Copies of all required notices given, including the dates the IPM Plan Coordinator gave the notices

The above records must be kept on file within the college's N-drive network for at least four years following the application date.

D. Annual Report of Pesticide Applications

In January of each year, the IPM Plan Coordinator will provide upper level administration and the OSU School IPM Program Coordinator an annual report of all pesticide applications made the previous year. The report will contain the following for each application:

- The brand name and USEPA registration number of the product applied
- The approximate amount and concentration of product applied
- The location of the application
- The prevention or management steps taken that proved to be ineffective and led to the decision to make a pesticide application
- The type of application and whether the application proved effective

VIII. APPROVED LIST OF LOW-IMPACT PESTICIDES

Note: All pesticides used must be used in strict accordance with label instructions.

According to ORS 634.705 (5), the governing body of a community college shall adopt a list of low-impact pesticides for use with their integrated pest management plan. The governing body may include any product on the list except products that:

- (a) Contain a pesticide product or active ingredient that has the signal words "warning" or "danger" on the label;

- (b) Contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; or
- (c) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

As a part of pesticide registration under the Federal Insecticide Fungicide and Rodenticide Act (FIFRA) and re-registration required by the Food Quality Protection Act (FQPA), EPA Office of Pesticide Programs (OPP) classifies pesticide active ingredients (a.i.) with regards to their potential to cause cancer in humans. Depending on when a pesticide active ingredient was last evaluated the classification system used may differ as described above.

The National Pesticide Information Center (<http://npic.orst.edu/>) can be contacted at 1.800.858.7378 or npic@ace.orst.edu for assistance in determining a pesticide a.i. cancer classification.

The most current list of approved low-impact pesticides is available on the OSU IPM website at: <https://blogs.oregonstate.edu/schoolipm/pesticides/>

Information regarding the process for creating and updating the college's approved list is available from OSU via email at: Tim.Stock@oregonstate.edu

IX. PEST TREATMENTS WITH OUTSIDE CONTRACTORS

A. PESTICIDE SPRAYING

COCC does not currently have staff trained as certified pesticide spray applicators and utilizes outside licensed contractors. Before performing any treatment, contractors are required to have written permission from IPM Coordinator to proceed, and are required to fill out the COCC Commercial Pesticide Applicator Information Sheet (see addendum)

B. EXTERIOR PEST (i.e. Gophers, bees, birds, etc.) TREATMENT

Typically handled by outside contractors. Depending on severity of the problem may be handled in-house by Grounds staff.

C. INTERIOR PEST (i.e. mice, rats, etc.) TREATMENT

Preventative measures and treatment are currently handled by outside contractors with the long-term plan to shift those duties over to in-house personnel after training has been completed and tools/supplies acquired.

"Low-Impact Pesticides List" As of November 2024

Oregon law requires pesticide applicators to use only low-impact pesticide products in and around schools. ORS 634.705 (5) explains that a **governing body shall adopt a list of low-impact pesticides for use with their IPM plan** and explains which products may not be included on the list they adopt.

This is NOT a list of products that the OSU School IPM Program recommends. It is a list of products based solely on the requirements of ORS 634.705 (5), which were evaluated at the request of school IPM plan coordinators.

Governing bodies can ignore, add or subtract from this "Low-Impact Pesticide List" based on their local situation, as long as the products they choose meet the requirements of ORS 634.705 (5).

The pesticide label is the law. Review the entire label to ensure that it can be used as desired (correct use site, application method, etc.). "Non-crop areas" do NOT include ornamental sites, turf, or sports fields. For assistance with label interpretation, contact the [Oregon Department of Agriculture Pesticides Program](#).

The products listed in this "Low-Impact Pesticide List" were evaluated in November 2024 to determine whether they met the requirements of ORS 634.705 (5) for use in and around Oregon schools, following this [ODA Guidance Document](#).

Pesticide products must be registered for sale and/or distribution in the state of Oregon each year. Current product registration can be verified using this [ODA Search Tool](#).

This list is a tool, provided free-of-charge, but it is not a substitute for the ODA Guidance Document and ODA Search Tool identified above. If you are unsure whether a product you are considering using is still registered for use in the state of Oregon and still meets the requirements of ORS 634.705 (5), please contact the [Oregon Department of Agriculture Pesticides Program](#).

Every effort has been made to provide accurate and current information. Nevertheless, updates to product information or inadvertent errors in information may occur, product registration and labeling may change, and products may no longer meet the requirements of the law. **You accept all responsibility for information updates or errors, changes in products, and compliance with laws.** To the maximum extent permitted by law, OSU disclaims all warranties, including without limitation, any implied warranties of merchantability, fitness for a particular purpose, accuracy, and non-infringement. Before using any specific product on this list, you should always follow the [ODA Guidance Document](#), and check to see if it is currently registered for sale in the state of Oregon.

Use the EPA Registration number to match products on the list. **The same product name can be used for different products, so matching the product name(s) below to products on the shelf is not sufficient.** If there is no EPA RegistrationNumber, match the product name **and** the manufacturer/distributor name when comparing the list to products on the shelf.

Herbicides		
Active Ingredient(s)	Product Name	EPA Reg. No.
2,4-D (diethylamine salt), quinclorac, dicamba	<i>Lesco Momentum Q Herbicide</i>	228-531
2,4-D (diethylamine salt), quinclorac, dicamba	<i>Qunincept Herbicide</i>	228-531
2,4-D ester	Barrage HF Low Volatile Herbicide	5905-529
2,4-D ethylhexyl ester	<i>The Andersons Professional Turf Products Fertilizer with Surge 16-0-9</i>	2217-882-9198
2,4-D ethylhexyl ester, 2,4-DP, dicamba	<i>Gordon's Agricultural Products Brushmaster Herbicide</i>	2217-774
2,4-D ethylhexyl ester, mecoprop-p, dicamba, carfentrazone ethyl	<i>Gordon's Proform Professional Formulations Speed Zone Broadleaf Herbicide for Turf</i>	2217-833
2,4-D ethylhexyl ester, mecoprop-p, dicamba, carfentrazone-ethyl	<i>Gordon's Proform Professional Formulations Speed Zone</i>	2217-835
2,4-D, ethylhexyl ester	<i>Drexel De-ester LV6</i>	19713-655
2,4-D, isopropylamine salt, and glyphosate, isopropylamine salt	<i>Landmaster BW</i>	42750-62
2,4-D, mecoprop, dicamba	<i>Lilly Miller Ultra Green Phosphorus Free Weed & Feed</i>	2217-559-33116
carfentrazone-ethyl	<i>Quicksilver T+O Herbicide</i>	279-3265
clethodim	<i>Envoy Plus Herbicide</i>	59639-132
clethodim	<i>Select Max Herbicide</i>	59639-132
clethodim	<i>Select Max Herbicide with Inside Technology</i>	59639-132
dicamba, 2,4-D (2-ethylhexyl ester), sulfentrazone, and triclopyr, butoxyethyl ester	<i>Gordon's ProForm Professional Formulations T Zone Broadleaf Herbicide</i>	2217-920
dichlobenil	<i>Casoron 4G</i>	400-168
dichlobenil	<i>Casoron 4G</i>	400-168-59807
diquat dibromide, indaziflam, glyphosate isopropylamine salt	<i>Esplanade EZ</i>	432-1528
dithiopyr	<i>Dimension 270-G Turf & Landscape Ornamental</i>	7001-375
dithiopyr	<i>The Andersons Professional Turf Products Dimension 0.25g With Agpro</i>	9198-213
d-Limonene	<i>Moss Melt Concentrate</i>	92967-1-91094
ethofumesate	<i>Poa Constrictor</i>	70506-107
ferrous (iron) sulfate monohydrate	<i>Lilly-Miller Moss Out! plus Fertilizer</i>	802-543
flumioxazin	<i>Broadstar Herbicide</i>	59639-128
flumioxazin	<i>Payload Herbicide</i>	59639-120
flumioxazin	<i>SureGuard SC Herbicide</i>	71368-114
glyphosate	<i>EZ-Ject Diamondback Herbicide Shells</i>	83220-1
glyphosate	<i>Razor Herbicide Primera Razor Pro</i>	228-366
glyphosate	<i>Razor Pro Herbicide</i>	228-366

glyphosate isopropylamine salt	<i>Cornerstone Plus - Agrisolutions</i>	1381-192
glyphosate, diquat dibromide	<i>Quikpro Herbicide</i>	524-535
glyphosate, diquat dibromide	<i>Roundup QuikPro Herbicide</i>	524-535
glyphosate, isopropylamine salt	<i>Aquamaster Herbicide</i>	524-343
glyphosate, isopropylamine salt	<i>Aquapro Herbicide</i>	62719-324-67690
glyphosate, isopropylamine salt	<i>Four Power Plus</i>	34704-890
glyphosate, isopropylamine salt	<i>Gly Star Plus</i>	42750-61
glyphosate, isopropylamine salt	<i>Gly-Star Original Agristar</i>	42750-60
glyphosate, isopropylamine salt	<i>Hi-Yield Super Concentrate Kill-Zall II</i>	42750-61-7401
glyphosate, isopropylamine salt	<i>Kleenup Pro</i>	34704-890
glyphosate, isopropylamine salt	<i>Mad Dog Plus</i>	34704-890
glyphosate, isopropylamine salt	<i>Makaze</i>	34704-890
glyphosate, isopropylamine salt	<i>Ranger PRO Herbicide</i>	524-517
glyphosate, isopropylamine salt	<i>Roundup Custom for Aquatic & Terrestrial Uses</i>	524-343
glyphosate, isopropylamine salt	<i>RoundUp Pro Concentrate</i>	524-529
glyphosate, potassium salt	<i>Roundup Promax Herbicide</i>	524-579
halosulfuron-methyl	<i>Nufarm Prosedge</i>	228-711
halosulfuron-methyl	<i>Sedgehammer+ Turf Herbicide</i>	81880-24-10163
halosulfuron-methyl	<i>Sedgehammer Turf Herbicide</i>	81880-1-10163
imazapic, ammonium salt	<i>Plateau Herbicide</i>	241-365
Indaziflam	<i>Esplande 200 SC</i>	432-1516
indaziflam	<i>Marengo</i>	432-1518-59807
indaziflam	<i>Marengo G</i>	432-1523-59807
indaziflam	<i>Specticle Flo</i>	432-1518
indaziflam	<i>Specticle G</i>	432-1523
iron HEDTA	<i>Fiesta Turf Weed Killer</i>	67702-26
mesotrione	<i>Tenacity</i>	100-1267
pendimethalin	<i>Lesco Pre-M Aqua Cap Herbicide</i>	241-416-10404
pendimethalin	<i>Pendulum AquaCap Herbicide</i>	241-416
quinclorac, 2,4-D, dicamba, sulfentrazone	<i>Gordon's ProForm Professional Formulations Q4 Plus Turf Herbicide for Grassy & Broadleaf Weeds</i>	2217-930
simazine	<i>Drexel Simazine 4L</i>	19713-60
simazine	<i>Simazine</i>	19713-252
triclopyr butoxyethyl ester, sulfentrazone, 2,4- D	<i>T Zone SE</i>	2217-976

Use the EPA Registration number to match products on the list. The same product name can be used for different products, so matching the product name(s) below to products on the shelf is not sufficient. If there is no EPA RegistrationNumber, match the product name **and** the manufacturer/distributor name when comparing the list to products on the shelf.

Insecticides		
Active Ingredient(s)	Product Name	EPA Reg. No.
azadirachtin	<i>AzaSol</i>	81899-4-74578
<i>Bacillus thuringiensis</i> subspecies <i>israelensis</i>	<i>Mosquito Dunks Biological Mosquito Control</i>	6218-47
<i>Bacillus thuringiensis</i> subspecies <i>israelensis</i>	<i>Summit B.t.i. Briquets Floating Sustained-Release Larvicide</i>	6218-47
beta-cyfluthrin	<i>Tempo SC Ultra Insecticide</i>	432-1363
boric acid	<i>Boractin Insecticide Powder</i>	73079-4
boric acid	<i>MotherEarth Granular Scatter Bait</i>	499-515
boric acid	<i>Revenge Granular Ant Bait NiBan Granualr Bait</i>	64405-2
boric acid	<i>Terro Multi-Purpose Insect Bait</i>	64405-2-149
chlorantraniliprole	<i>22-0-7 Fertilizer with Acelepryn Insecticide</i>	9198-247
chlorantraniliprole	<i>Acelepryn G</i>	100-1500
chlorfenapyr	<i>Phantom Termiticide- Insecticide</i>	241-392
clove oil, lemongrass oil, rosemary oil, cinnamon oil	<i>NatureLine Plus Professional Grade Botanical Insecticide</i>	None - 25(b)
clove oil, lemongrass oil, rosemary oil, cinnamon oil	<i>NatureLine PRO Power Residual Oil</i>	None - 25(b)
cyfluthrin	<i>Tempo 1% Dust Insecticide Ready to use</i>	432-1373
cypermethrin, prallethrin	<i>Raid Wasp & Hornet Killer 33</i>	4822-553
deltamethrin	<i>Delta Dust Insecticide</i>	432-772
disodium octaborate tetrahydrate (basically boric acid)	<i>Green Way Liquid Ant Killing Bait</i>	73766-2
disodium octaborate tetrahydrate (basically boric acid)	<i>Revenge Pre-Filled Liquid Ant Baits</i>	73766-2-4
d-limonene	<i>Orange Guard</i>	61887-1
esfenvalerate, prallethrin, piperonyl butoxide	<i>Onslaught FastCap Spider & Scorpion Insecticide</i>	1021-2574
fipronil	<i>Maxforce FC Ant Killer Bait Gel</i>	432-1264
fipronil	<i>Maxforce FC Professional Insect Control Roach Killer Bait Gel</i>	432-1259
fipronil	<i>Maxforce FC Select Professional Insect Control Roach Killer Bait Gel</i>	432-1259
fipronil	<i>Taurus SC</i>	53883-279
fipronil	<i>Termidor SC</i>	7969-210
heptyl butyrate	<i>10-Week Yellowjacket Trap Cartridge</i>	84565-5-49407
heptyl butyrate	<i>Rescue Yellowjacket Attractant Cartridge</i>	84565-5-49407
heptyl butyrate, acetic acid, 2- methyl-1-butanol	<i>Reusable WHY Trap</i>	84565-3-49407
heptyl butyrate, acetic acid, 2- methyl-1-butanol	<i>WHY Attractant Kit</i>	84565-3-49407

heptyl butyrate, acetic acid, 2-methyl-1-butanol	<i>WHY Trap Refill</i>	84565-3-49407
hydramethylnon	<i>Amdro Kills Ants Ant Killing Bait</i>	1663-33-73342
hydramethylnon	<i>Maxforce Professional Insect Control Roach Killer Bait Gel</i>	432-1254
indoxacarb	<i>Advion Ant Gel</i>	100-1498
indoxacarb	<i>Advion Cockroach Gel Bait</i>	100-1484
indoxacarb	<i>Arilon Insecticide</i>	100-1501
lambda- cyhalothrin	<i>Cyzmic CS</i>	53883-261
lambda-cyhalothrin	<i>Demand CS Patrol</i>	100-1066
lambda-cyhalothrin	<i>Demand G Insecticide</i>	100-1240
lambda-cyhalothrin	<i>Grenade ER Insecticide</i>	100-1066-773
Mineral Oil	<i>Monterey Horticultural Oil</i>	48813-1-54705
phenothrin, piperonyl butoxide	<i>Anvil 10+10 ULV</i>	1021-1688-8329
prallethrin	<i>PT Wasp-Freeze II</i>	499-550
prallethrin, lambda- cyhalothrin	<i>Eliminator Wasp & Hornet Killer3</i>	9688-190-8845
prallethrin, lambda- cyhalothrin	<i>Hot Shot Wasp and Hornet Killer 3</i>	9688-190-8845
prallethrin, lambda- cyhalothrin	<i>Spectracide Wasp and Hornet Killer 3</i>	9688-190-8845
rosemary oil, geraniol, peppermint oil (Other: oil of wintergreen, white mineral oil, vanillin, polyglyceryl oleate)	<i>Essentria IC-3 Insecticide Concentrate from Envincio/Prentiss LLC</i>	None - 25(b)
sodium chloride (salt)	<i>NatureLine NGB Professional Grade Insecticidal Concentrate</i>	None - 25(b)
sodium tetraborate decahydrate	<i>InTice Gelamino Ant Bait</i>	73079-8
sodium tetraborate decahydrate	<i>InTice Liquid Ant Bait</i>	73079-7
sodium tetraborate decahydrate	<i>Terro Ant Killer II Liquid Ant Baits/Killer</i>	149-8
sodium tetraborate decahydrate	<i>Terro Outdoor Liquid Ant Bait Stakes</i>	149-8
sodium tetraborate decahydrate	<i>Terro Outdoor Liquid Ant Baits Pre-Filled RTU</i>	149-8
spinosad	<i>Conserve SC Turf & Ornamental</i>	62719-291
tetramethrin, d- phenothrin	<i>ARI Wasp and Hornet Killer Bee Bopper II</i>	7754-44

Use the EPA Registration number to match products on the list. **The same product name can be used for different products, so matching the product name(s) below to products on the shelf is not sufficient.** If there is no EPA RegistrationNumber, match the product name **and** the manufacturer/distributor name when comparing the list to products on the shelf.

Molluscicides		
Active Ingredient(s)	Product Name	EPA Reg. No.
iron phosphate	<i>Garden Safe Slug & Snail Bait</i>	67702-3-39609
iron phosphate	<i>Sluggo</i>	67702-3-54705

Use the EPA Registration number to match products on the list. **The same product name can be used for different products, so matching the product name(s) below to products on the shelf is not sufficient.** If there is no EPA RegistrationNumber, match the product name **and** the manufacturer/distributor name when comparing the list to products on the shelf.

Fungicides		
Active Ingredient(s)	Product Name	EPA Reg. No.
mineral oil	<i>Monterey Horticultural Oil</i>	48813-1-54705
azoxystrobin, propiconazole	<i>Headway (not Highway)</i>	100-1216

School IPM Recordkeeping Form

Oregon Department of Agriculture
Pesticide Program
(503) 986-4635

Form date 4/19



Oregon
Department
of Agriculture

Guidance to filling out the recordkeeping form

Date: The date the pesticide application actually took place.

Time of Application: Both start and stop time are required.

School: The name of the school that the pesticide application took place.

Specific area(s) treated: Be as specific as possible (e.g. baseball field fence line, parking lot cracks, kitchen baseboards, beds on north side of building).

Address: The address where the application took place.

Size of area treated: This is the size of the actual area treated. We don't need perfection, but be as close as possible.

Applicator's name: The name of the person who made the application.

Applicator's license number: The license number of the person who made the application.

Supervising applicator: If the application is made by a trainee or apprentice, you are required to state that person's supervisor's name and license number.

Condition that prompted the application: Why are you applying pesticides (remember: aesthetics and routine are not acceptable answers)?

Date written notice was sent: What date did you inform staff, faculty, parents and guardians of minor students, adult students, and administration that an application was going to take place?

Date and time of warning sign placement: What date and time did you put out the required signage?

Date and time of warning sign removal: What date and time did you remove the required signage?

Product name: The name of the pesticide as stated on the bottle/jug/can/etc.

EPA #: The EPA Registration Number (EPA Reg. No.); typically located on the front of the container. Write it as it appears on the container.

Type of application: Insecticide, fungicide, herbicide, rodenticide, etc.

Dilution: At which strength is the product mixed (e.g., 3%)? Or, it could be displayed as the label states (2 oz. per gallon of water).

Total amount: This is the total amount of pesticide product used. If you choose to write total mixture use, be sure that information is clearly stated.

Equipment used: How was the application made (back pack, ATV sprayer, shaker can, etc.)?

Notes: Please take notes; this is your opportunity to write things you did or observed. For example: "Didn't spray N. fence line, people were on the other side."

Did the application prove effective: Go back and check that your application was necessary and actually did what it was supposed to.

School IPM Recordkeeping Form

Oregon Department of Agriculture
Pesticide Program
(503) 986-4635



Oregon
Department
of Agriculture

Form date 4/19

Date: _____ Time of application: Start _____ End _____

School: _____ Specific area(s) treated: _____

Address: _____ Size of area treated: _____

Applicator name: _____ Applicator license number: _____

Supervising applicator and license number (if applicator is a Trainee or Apprentice): _____

Condition that prompted application:

Date written notice was sent: _____

**** Be sure to attach/save a copy of the written notice that was sent****

Date and time of warning sign placement Date: _____ Time: _____

Date and time of warning sign removal Date: _____ Time: _____

Product name	EPA #	Type of application	Dilution	Total amount	Equipment used

Notes:

Did the application prove effective? Yes ☐ No ☐ Note: _____

- Be sure to retain an up-to-date copy of the label on file at a school on the campus
- Be sure to retain a copy of the SDS on file at a school on the campus
- Be sure to keep a file of pesticide supplier information

Pesticide Application Notification Form

A pesticide application is scheduled for / was performed on:

DATE _____ TIME _____

Pesticide Common Name	Pesticide Trade Name / Type of Pesticide Product	EPA Registration Number

Expected Area of the pesticide application: _____

Expected date of application: _____

Reason for the application:

WARNING

PESTICIDE-TREATED AREA

A pesticide application is scheduled for/was performed on:

DATE_____ **TIME**_____

Expected / Actual reentry time _____

For further information regarding this notice please contact:

Name

Telephone Number

Oregon IPM in Schools



A CHECKLIST FOR COMMERCIAL PESTICIDE APPLICATORS

Children are more sensitive than adults to the potential toxic effects of pesticides. To protect our children, Oregon law requires additional measures and restrictions when pesticides are used on a school campus (Oregon Revised Statutes Chapter 634.700-634.750).

☐ Are You Using a Pesticide on the School's Required "Low-Impact" List?

If unsure, contact the school IPM coordinator or governing body: _____.

You must not make applications that the School IPM Coordinator has not authorized.

☐ Has the School IPM Coordinator Declared a "Pest Emergency"?

This is not common. If not, then only approved "low-impact" pesticides may be used.

☐ Provide Application Information to School IPM Coordinator

At least 24 hours prior to a pesticide application, the School IPM Coordinator must provide written notice of the application to parents, students, and staff. They can't do this without information from you! Please provide the following information:

- Trade name of pesticide product(s)
- Type of pesticide (i.e. herbicide, etc.)
- EPA Registration Number(s)
- Expected date of application
- Expected area of application
- Reason for the application

☐ Are You Posting Signs Around Application Areas?

Warning signs must be displayed at least 24 hours prior to a pesticide application (including baits) and they must be taken down no earlier than 72 hours (3 days) after an application. The School IPM Coordinator may do this themselves or they may request this service from you. If you are not sure of what is expected, please contact the school IPM coordinator.

If this falls to you, the sign must include: "Warning: Pesticide-Treated Area", the expected or actual date and time of application, and the phone number of a contact person (can be a school official; or applicator and/or operator).

☐ Provide Additional Records After Application

The School IPM Coordinator must also keep pesticide application records. They can't do this without information from you! Please provide the following information:

- Copy of pesticide label and Safety Data Sheet
- Amount & concentration applied
- Description of application location
- Application method & equipment used
- Applicator Information (Full Name & License #)
- Was the application effective?
- Date & time of sign posting and removal

OSU School IPM Program

For information on school pests, sample IPM forms and other resources, visit blogs.oregonstate.edu/schoolipm

National Pesticide Information Center

For general questions about pesticides, including the potential risk to humans, pets, or the environment, call (800) 858-7378.

ODA Pesticides Program

635 Capitol St. NE, Salem, OR 97301
Web: oda.direct/IPMSchools
Phone: (503) 986-4635

EXCERPTS FROM OREGON LAW PERTAINING TO PESTICIDE USE IN SCHOOLS

ORS 634.700(4) "Low-impact pesticide" means a product that does not contain a pesticide product or active ingredient described in ORS 634.705 (5).

ORS 634.705(5) A governing body shall adopt a list of low-impact pesticides for use with the integrated pest management plan. The governing body may include any product on the list except products that:

- (a) Contain a pesticide product or active ingredient that has the signal words "warning" or "danger" on the label;
- (b) Contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; or
- (c) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment. [2009 c.501 §3]

Oregon State University Low-Impact List: oda.fyi/LowImpactList (link is case sensitive)

ORS 634.725 Application of low-impact pesticide. If a school has followed the integrated pest management plan and nonchemical pest control measures were ineffective, subject to ORS 634.730 the integrated pest management plan coordinator may authorize the application of a low-impact pesticide. The low-impact pesticide application must be made by a pesticide applicator or by a public applicator. The use of a pesticide applicator or public applicator to make an application does not cancel, alter or reassign any of the duties imposed under ORS 634.740 or 634.750. [2009 c.501 §5]

ORS 634.730(3) An integrated pest management plan coordinator, after consultation with school faculty and administration, may declare the existence of a pest emergency. If necessary, a pesticide other than a low-impact pesticide may be used to mitigate a declared pest emergency. If a pesticide is applied at a campus due to a pest emergency, the plan coordinator shall review the integrated pest management plan to determine whether modification of the plan might prevent future pest emergencies. The plan coordinator shall submit any recommendations for modification of the plan to the governing body. The governing body shall review and take formal action on the recommendations. [2009 c.501 §6]

ORS 634.700(1) "Campus" means the buildings, other structures, playgrounds, athletic fields and parking lots of a school and any other areas on the school property that are accessed by students on a regular basis.

ORS 634.700(2) "Governing body" means a board of directors, agency or other body or person having policymaking and general oversight responsibility for a community college district, education service district, school district, other unit of education governance, private school or other educational entity.

ORS 634.700(5) "Pest" means:

- (a) An insect or other arthropod;
- (b) A weed, moss, slime or mildew or a plant disease caused by a fungus, bacterium or virus;
- (c) A nematode, snail, slug, rodent or predatory animal;
- (d) A bacterium, spore, virus, fungus or other microorganism that is harmful to human health; or
- (e) Other forms of plant or animal life that may infest or be detrimental to vegetation, humans, animals, structures, managed landscapes or other human environments.

ORS 634.700(6) "Pest emergency" means an urgent need to eliminate or mitigate a pest situation that threatens:

- (a) The health or safety of students, staff, faculty members or members of the public using the campus; or
- (b) The structural integrity of campus facilities.

ORS 634.700(8) "School" means:

- (a) A facility operating an Oregon prekindergarten or a federal Head Start program;
- (b) A public or private educational institution offering education in all or part of kindergarten through grade 12;
- (c) An education service district as defined in ORS 334.003;
- (d) A community college as defined in ORS 341.005, for the community college's own buildings and ground maintenance;
- (e) The Oregon School for the Deaf; and
- (f) A regional residential academy operated by the Oregon Youth Authority. [2009 c.501 §2; 2011 c.9 §82; 2013 c.241 §3]



CENTRAL OREGON
community college

Integrated Pest Management

Commercial Pesticide Applicator Information Sheet

(Note: COCC responsible for online student/staff notifications, onsite posting notifications & recordkeeping)

Applicator name:

Pesticide Applicator License #:

Pesticide trade name

(must be selected from the OSU low-impact pesticide list):

Expected date of application:

Permissible re-entry time after application:

Campus designated for application:

Targeted area of campus:

Reason for the application: (i.e. plant species, pest species):

Amount and concentration of pesticide to be applied:

Application method & equipment used:

Notes:

Tips for Making Your School IPM Plan Complete

Tim Stock, Alyssa Cain, Emily Braithwaite, Alec Kowalewski, Brian McDonald and Clint Mattox

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Oregon law states that an IPM Plan is a proactive strategy that “includes school staff education about sanitation, monitoring and inspection and about pest control measures.”

Credit: Adobe photo stock

Introduction

The Oregon Department of Agriculture Pesticides Program [Enforcement Team](#) (<https://www.oregon.gov/oda/shared/Documents/Publications/PesticidesPARC/PesticidesInvestigatorsMap.pdf>) investigated a number of schools around the state over a three-year period. During the OSU School Integrated Pest Management Program’s annual school IPM coordinator training, attendees worked together in groups to share and discuss ways to improve the most common deficiencies found by the ODA team. Over 300 IPM coordinators and other school staff from Oregon school districts, education service districts, community colleges, private K-12 schools and federal Head Start programs participated in this process. This publication is a compilation and synthesis of that work.

This publication includes suggestions and tips that enable schools to create and conduct more site- and situation-specific materials, education and outreach to comply with Oregon’s school IPM law (ORS 634.700 – 634.750).

1. Educating staff and conducting outreach to the school community

Important: Document everything you do. Keep copies of emails, notes on handouts you distribute, agendas, attendance records, etc. Write in your IPM Plan exactly HOW you will document these items and WHERE the documentation will be stored.

Remember: Oregon law states that an IPM Plan is a proactive strategy that “includes school staff education about **sanitation, monitoring and inspection** and about **pest control measures.**” (ORS 634.700 (3) (l)). The governing body responsible for a school shall adopt provisions for “conducting outreach to the school community about the school’s integrated pest management plan.” (ORS 634.705 (f)).

Ideas and suggestions

- a. **Put IPM information in packets at student registration time.** The materials in the packets should direct readers to information on the school district website and the [OSU School IPM Program website](https://blogs.oregonstate.edu/schoolipm/) (<https://blogs.oregonstate.edu/schoolipm/>).
- b. **Provide information and training at staff meetings at the start of the year.**
- c. **Train all new staff on IPM within the first two weeks on the job.**
- d. **At back-to-school events, include something about IPM and pest prevention.** Hand out fact sheets and talk about pest problems that you had last year and how the school can prevent them this year.
- e. **Include IPM in your mandatory annual training or mandatory safety fair.** Revise or change information each year depending on what happened during the past year. Include new information and lessons learned when possible. Include an IPM station at the safety fair.
- f. **Include IPM procedures in staff manual for teachers.** Include a flow chart outlining steps to take when someone finds a particular pest.
- g. **Use Vector Solutions’ Integrated Pest Management course** for annual staff training (if your school has a Vector Solutions contract). Caution: People may “tune out” if they have seen this more than once or twice.
- h. **Put the legally required Healthy and Safe Schools Plan on your school district’s website.** The healthy and safe schools plan should include a link to your IPM plan and give the IPM plan coordinator’s name.
- i. **Devote a webpage to IPM.** Update it when you learn something new or have some kind of new pest problem you are dealing with.
- j. **Email staff information on pest-prevention measures.** Forward emails from the OSU school IPM program director to staff when appropriate.
- k. **Post information about your IPM plan in local newspapers and on your website.** Include lots of information about pest prevention and pest management on your website for staff and the public to access.
- l. **Use PowerPoint files available** at the OSU’s School IPM website ([Resources & Forms page](https://blogs.oregonstate.edu/schoolipm/resources-forms/) (<https://blogs.oregonstate.edu/schoolipm/resources-forms/>)):
 1. PowerPoint to Educate Staff (by David Parsons, North Santiam SD)
 2. PowerPoint to Educate Staff (by Vicki Williams, McMinnville SD)
- m. **Download and edit or modify the** Template for IPM Parent Notification Letter to parents from the OSU School IPM Program’s website ([Resources & Forms page](https://blogs.oregonstate.edu/schoolipm/resources-forms/) (<https://blogs.oregonstate.edu/schoolipm/resources-forms/>)).
- n. **Think about “teachable moments” when you discover a pest issue during an inspection or you get a pest complaint from staff.** Take pictures and share with your superintendent, principal, staff or all. Educate staff

with a “photo bank” of both good and bad prevention and management practices. Share short fact sheets from the OSU School IPM Program’s website ([Pests page \(https://blogs.oregonstate.edu/schoolipm/pests/\)](https://blogs.oregonstate.edu/schoolipm/pests/)) via email, physical distribution or bulletin boards.

- o. **Email staff a short fact sheet about small ants early in the spring, a fact sheet about pest-proofing just before a school break and other fact sheets just before pests or pest conditions typically become a problem.**
- p. **Create a monthly IPM email newsletter.** Ask your school’s IT manager to help you to determine the “read date” of the newsletter.
- q. **If using a commercial applicator or pest control contractor, take the time to introduce him to a few staff.** That way he becomes a person they can relate to and not a threat.
- r. **Make use of safety committees.**
 - 1. Use the safety committee to discuss IPM.
 - 2. Safety committee reps can be ambassadors for IPM.
 - 3. Include IPM as a standing item on each safety committee meeting agenda.
- s. **Educate kitchen staff**
 - 1. Post reminders in kitchens to keep the place clean and store food in airtight containers to prevent pests.
 - 2. Post Pest Logs or Alternative Pest Logs from the OSU School IPM Program’s website ([Resources and Forms page \(https://blogs.oregonstate.edu/schoolipm/resources-forms/\)](https://blogs.oregonstate.edu/schoolipm/resources-forms/)) and inform kitchen staff how to use them.
 - 3. File monthly reports.
 - 4. Follow up to see if penetrations and openings have been sealed and that staff members use airtight containers provided to them.
- t. **On teachers’ in-service days, custodians combine safety inspections and IPM inspections in classrooms.** Custodians show teachers what they find and educate them on causes, prevention, actions and next steps. Custodians can hand out pest fact sheets when applicable.
- u. **Include items related to pest prevention on teachers’ checkout list at the end of the year.** Include things like taking food home or putting it in plastic containers and reducing clutter by removing unneeded items.

2. Notifications and postings of pesticide applications

Important: Whatever you do, make sure to document it — keep copies of emails or other ways you notified people and records of when and where you posted applications. **Write in your IPM Plan specifically HOW you will document it and WHERE the documentation will be stored.**

Read [Notification, Posting, Recordkeeping Requirements in ORS 634.740](http://osu-wams-blogs-uploads.s3.amazonaws.com/blogs.dir/2946/files/2017/09/Notification-Posting-Record-Keeping-Requirements-1.pdf) (<http://osu-wams-blogs-uploads.s3.amazonaws.com/blogs.dir/2946/files/2017/09/Notification-Posting-Record-Keeping-Requirements-1.pdf>).

Remember:

- You must give **written notice** of proposed pesticide applications. Consider which methods for transmitting the notice are most likely to reach the intended recipients.
- Intended recipients are parents and guardians of minor students, adult students, school administrators, faculty members and staff members.
- Notification and posting are **still required during summer when school is not in session**.

Ideas and suggestions for written notifications and postings:

- This is also considered community outreach/education:** In the informational packet that goes out to parents and teachers at beginning of the school year, include a letter that explains how you approach IPM and what people can expect. In the letter, inform them how, where and when you are going to notify them of applications. Consider using the annual Template for IPM Parent Notification Letter from the OSU School IPM Program's website ([Resources & Forms page](https://blogs.oregonstate.edu/schoolipm/resources-forms/) (<https://blogs.oregonstate.edu/schoolipm/resources-forms/>)).
- Notify parents, teachers and other staff by email, school website, text messages, flyers, bulletin board notices or reader boards at school entry areas — whichever method or combination of methods is most effective or agreed upon by the school board.
- Use the same system that you use to announce school closures due to inclement weather.
- Use platforms such as Google calendar or ParentSquare.
- Give parents options for how they want to be notified. Some parents may want to receive physical letters while others may want emails, texts or both.
- The IPM coordinator can send a “pest alert.” Have faculty, staff, parents and students sign up for alerts.
- Send out emails or mass texts encouraging people to look at a specific web page for information.
- Read the “NOTIFICATION & POSTING” section** of the Frequently Asked Questions on the OSU School IPM Program's website ([IPM Law page](https://blogs.oregonstate.edu/schoolipm/ipm-law/) (<https://blogs.oregonstate.edu/schoolipm/ipm-law/>)) to learn about posting in summer, the application of gel baits in attics and kitchens, when to post and when to take down signs.
- Post notices at all fence entry points (such as the main entrance gate, main door and side gates).
- It's acceptable to post application notifications on school doors if that is the main way of getting important information out to intended recipients. Application warning signs must be posted at the application site as well.
- You can put notification information on the same sign you use for the posting of applications. The OSU School IPM Program created a Pesticide Application Posting Poster/Template with Notification & Record-Keeping form, which is available on the Program's website ([Pesticides page](https://blogs.oregonstate.edu/schoolipm/pesticides/) (<https://blogs.oregonstate.edu/schoolipm/pesticides/>)). This posting sign can be used to supplement your notifications and record-keeping.
- Document that you correctly posted warning signs. Keep a photo record (with a landmark in the background and date-time stamp) of posted warning signs.

- m. The IPM coordinator can designate someone to send out notifications. But the coordinator must follow up to ensure the notification went out and was documented.
- n. If your school engages an outside contractor, there must be a written agreement in the contract as to who (the school or the contractor) will notify and post applications and who will take down the signs.
- o. On leased property, work with landlords to ensure proper notification and posting are carried out as required by law. Ensure the lease agreement specifies who, how and when notification and posting will be carried out.
- p. **Read and follow** Declaring a Pest Emergency on the OSU School IPM Program's website ([Pesticides page](https://blogs.oregonstate.edu/schoolipm/pesticides/) (<https://blogs.oregonstate.edu/schoolipm/pesticides/>)). Include the exact text of the law related to the declaration of a "pest emergency" in your IPM Plan (See ORS 634.700 (3) (L); ORS 634.700 (6); ORS 634.730 (3); and ORS 634.740 (4) at [Full text of ORS 634.700 – 634.750](http://osu-wams-blogs-uploads.s3.amazonaws.com/blogs.dir/2946/files/2017/09/Full-text-of-ORS-634.700-634.750.pdf) (<http://osu-wams-blogs-uploads.s3.amazonaws.com/blogs.dir/2946/files/2017/09/Full-text-of-ORS-634.700-634.750.pdf>)). Include who declares an emergency and who posts the warning signs. Give some examples of possible emergencies that might occur.
- Remember:** "pest emergency" means an **urgent need** to eliminate or mitigate a pest situation **that threatens the health and safety** of students and others or the structural integrity of campus facilities.

3. Record-keeping

Important: Make sure you **write in your IPM Plan where your records will be stored.**

Read [ORS 634.750, Pesticide application records](http://osu-wams-blogs-uploads.s3.amazonaws.com/blogs.dir/2946/files/2017/09/Notification-Posting-Record-Keeping-Requirements-1.pdf) (<http://osu-wams-blogs-uploads.s3.amazonaws.com/blogs.dir/2946/files/2017/09/Notification-Posting-Record-Keeping-Requirements-1.pdf>).

Remember: ODA Pesticide Application Recordkeeping Forms (with instructions) are on the OSU School IPM Program's website ([Pesticides page](https://blogs.oregonstate.edu/schoolipm/pesticides/) (<https://blogs.oregonstate.edu/schoolipm/pesticides/>)).

The ODA form includes many things. Follow the instructions closely.

Here are just a few of the key items:

- Product names and EPA numbers. These can be long, so consider using coding (an example is given in ODA Form Version 2).
- Equipment being used.
- Go back and check that your application was necessary and did what it was supposed to. Write a short note about it on your record-keeping form.
- Keep both a hard copy and a scanned copy of records or notes about applications.
- Include copies of notices you sent out.
- Keep records of when signs go up and are taken down.
- Application records must be kept at the school where the application took place.
- You can keep records on a computer, a flash drive or both if it is easily accessed by someone at the school where the application took place.
- Safety Data Sheets (SDSs) should be kept at the school, not just in the maintenance office.
- Keep records for at least four years.

Note: All of the documents referred to in this publication can be found at the [OSU School IPM Program's website](https://blogs.oregonstate.edu/schoolipm/) (<https://blogs.oregonstate.edu/schoolipm/>).

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Legal requirements for Notification, Posting, and Record-Keeping (Oregon Revised Statute 634.740 and 634.750)

634.740 Written notice requirements; warning signs; failure to notify or warn.

(1) The governing body responsible for a school shall adopt policies and processes for ensuring that the integrated pest management plan coordinator for the school, or a designee of the coordinator, gives written notice of a proposed pesticide application at the campus to, at a minimum, parents and guardians of minor students, adult students, school administrators, faculty members and staff members. The plan coordinator or designee may give a written notice described in this subsection by any reasonable means, including but not limited to, electronic mail.

(2) In adopting policies and processes under subsection (1) of this section, the governing body shall consider the age of the students attending the school and consider which methods for transmitting notice are most likely to reach the intended recipients.

(3) Except as provided in this subsection, the plan coordinator or designee must give a pesticide application notice in a manner reasonably calculated to reach the intended recipient at least 24 hours before the pesticide application occurs. A notice must identify the name, trademark or type of pesticide products, the registration number assigned to each of the pesticide products, the expected area of application, the expected date of application and the reason for the application. If a pest emergency makes it impracticable to give a pesticide application notice at least 24 hours before the pesticide application occurs, the plan coordinator or designee shall send the notice no later than 24 hours after the application occurs.

(4) Except as provided in this subsection, if a pesticide is applied at a campus, the plan coordinator or a designee of the coordinator shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs. A warning sign must bear the words "Warning: pesticide-treated area," give the expected or actual date and time for the application and provide the telephone number of a contact person. If a pest emergency makes it impracticable to place the warning signs at least 24 hours before the pesticide application, the plan coordinator or designee shall place the signs as soon as practicable but no later than at the time the application occurs.

634.750 Pesticide application records.

(1) If a pesticide is applied at a campus, the integrated pest management plan coordinator or a designee of the coordinator shall place the labeling information and material data safety sheet for the pesticide on file at a school on the campus. The plan coordinator or designee shall record and make available the following information:

- (a) The brand name or trademark of the pesticide product;
 - (b) The United States Environmental Protection Agency registration number assigned to the pesticide product;
 - (c) The pest condition that prompted the application;
 - (d) A description of the area on campus where the application occurred;
 - (e) The approximate amount and concentration of pesticide product applied;
 - (f) The type of application and whether the application proved effective;
 - (g) The pesticide applicator or public applicator license numbers and pesticide trainee or public trainee certificate numbers of the persons applying the pesticide;
 - (h) The names of the persons applying the pesticide;
 - (i) The dates on which the plan coordinator gave any notices required by ORS 634.740; and
 - (j) The dates and times for the placement and removal of warning signs under ORS 634.740.
- (2) Pesticide application records must include copies of all notices given under ORS 634.740.
- (3) A school shall retain pesticide application records required by this section for at least four years following the application date.

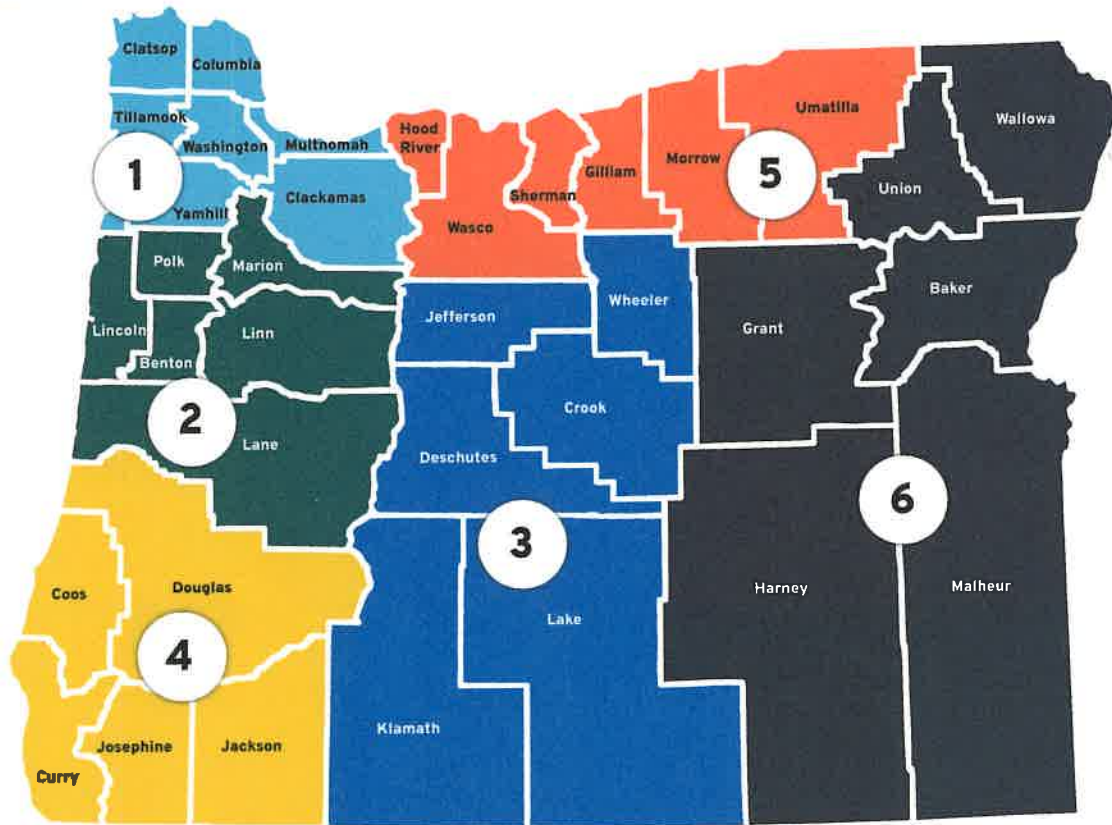
ODA Pesticide Investigators District Map

For general inquiries, call ODA at 503.986.4635.



OREGON
DEPARTMENT OF
AGRICULTURE

1/24



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Salem Office Address

635 Capitol St. NE, Salem 97301

IPM Inspection Form for Schools

(Pests and Pest Conducive Conditions Checklist)

School District _____

School or Site	
Date	
Inspected by	

Entryways	Yes	No	Not Sure	N/A
Doors closed when not in use				
Doors shut tight and close on their own				
Door sweeps installed so no light shows under the door?				
Cracks & crevices around door are sealed				

If pests are present in the area, write what kind here _____

Notes:

Outside Areas	Yes	No	Not Sure	N/A
Area free from trash, old vehicles, other pest attractants				
All trash cans have secure lids				
Trash cans cleaned regularly				
Site has good drainage and is free from standing water				
Bushes, shrubs, trees trimmed at least 18" from building				
Tree branches not overhanging roof				
All dumpsters located away from building				
All dumpsters clean				
No gaps between windows or screens and frame				
Eaves and roofs free from birds, wasps, etc.				
Play structures free from wasp harborage areas				

If pests are present in the area, write what kind here _____

Notes:

Kitchen and Culinary Arts	Yes	No	Not Sure	N/A
Functional monitoring of drop ceiling, no signs of pests				
Doors closed when not in use				
Doors shut tight and close on their own				
Door sweeps installed so no light under doors				
Doors Cracks & crevices around door are sealed				
Free of unauthorized pesticides				
Trash emptied daily				
Floor at every corner is clean and without signs of pests				
Area is free of standing water				
Floor drains and floor sinks are clean				
All faucets close properly and have no leaks or drips				
Under stoves, sinks, and dishwasher kept clean				
No open holes or other access to outside				
Any cracks in walls or floors are sealed properly				
Windows have screens on them				
Vents are free of grease and dirt				
Pantry: Storage is kept off the floor on wire rack shelving				
Pantry: Food is stored properly in sealed containers				
Pantry: No long-term storage of items in cardboard boxes				
Pest monitors (sticky traps) are present and dated				

If pests are present in the area, write what kind here _____

Notes:

Custodial and Custodial Closets	Yes	No	Not Sure	N/A
Custodians are trained in the IPM process				
Area is free of unauthorized pesticides				
Mops are clean and hanging up when not in use				
Closets are free of trash and food				
Closets are in good order and organized				
Trash cans and maid carts are emptied daily and clean				
Break area is clean and free of food, crumbs and trash				
Storage areas free of items stored in cardboard boxes				
Break area free of cloth covered couches and chairs				

If pests are present in the area, write what kind here _____

Boiler Rooms and Fan Rooms	Yes	No	Not Sure	N/A
Free of unauthorized pesticides				
Room is free of standing water				
Room is cleaned regularly				
Room is free of trash and food				
Room is free of storage, especially in cardboard boxes				
Floor drains are clean				
Plumbing is free of leaks and condensation				
Cracks or holes in floors and walls are sealed properly				
Outside air intakes are properly screened & free of trash				

If pests are present in the area, write what kind here _____

Notes:

Teachers Lounge	Yes	No	Not Sure	N/A
Room is free of cloth couches and chairs				
It's clean behind and under microwave				
It's clean under and behind vending machines				
It's clean inside, under, and behind the refrigerator				
All counters clean and free of food bits and such				
Floor at every corner is clean and without signs of pests				
No open holes or gaps around penetrations in walls				
Under sink is kept clean				
All escutcheon plates under sink are snug against wall				
Cupboards clean and any food is in sealed containers				
Free of unauthorized pesticides				
Pest monitors (sticky traps) are present and dated				
Pest log is posted				

If pests are present in the area, write what kind here _____

Notes:

Science Labs and Storage	Room #	Yes	No	Not Sure	N/A
Free of unauthorized pesticides					
Free of clutter					
Indoor plants healthy and free of pests					
All food items in lab storage are in sealed containers					
Gaps or holes at all lab stations and sinks are sealed					
Animal or bird cages are clean in and around the area					
Any pet food is stored in sealed plastic containers					
Holes or gaps to the outside are sealed					
Outside windows and doors close tight and have no gaps					
Window screens (if any) are in good repair					

If pests are present in the area, write what kind here _____

Notes:

Classrooms or Offices	Room #	Yes	No	Not Sure	N/A
Free of unauthorized pesticides					
Free of clutter					
Indoor plants healthy and free of pests					
Desks, closets, and cubbies clean and free of food, clutter					
All food items are stored in sealed plastic containers					
Animal or bird cages are clean in and around the area					
Any pet food is stored in sealed plastic containers					
Sinks are free of dripping or standing water					
Gaps or holes under sinks or counters have been sealed					
Holes or gaps to the outside are sealed					
Outside windows and doors close tight and have no gaps					
Window screens (if any) are in good repair					
Nothing (except short-term) is stored in cardboard boxes					

If pests are present in the area, write what kind here _____

Notes:

Classrooms or Offices	Room #	Yes	No	Not Sure	N/A
Free of unauthorized pesticides					
Free of clutter					
Indoor plants healthy and free of pests					
Desks, closets, and cubbies clean and free of food, clutter					
All food items are stored in sealed plastic containers					
Animal or bird cages are clean in and around the area					
Any pet food is stored in sealed plastic containers					
Sinks are free of dripping or standing water					
Gaps or holes under sinks or counters have been sealed					
Holes or gaps to the outside are sealed					
Outside windows and doors close tight and have no gaps					
Window screens (if any) are in good repair					
Nothing (except short-term) is stored in cardboard boxes					

If pests are present in the area, write what kind here _____

Notes:

Student Store, Concession Stands, Booster Clubs	Yes	No	Not Sure	N/A
Functional monitoring of drop ceiling , no signs of pests				
Doors closed when not in use				
Doors shut tight and close on their own				
Door sweeps installed so no light under doors				
Doors Cracks & crevices around door are sealed				
Free of unauthorized pesticides				
Trash emptied after each use (Same day they are used)				
Floor at every corner is clean and without signs of pests				
Floor drains and floor sinks are clean				
All faucets close properly and have no leaks or drips				
Under stoves and other appliances kept clean				
Popcorn popper is kept clean – no grease buildup				
No open holes or other access to outside				
Any cracks in walls or floors are sealed properly				
Windows have screens on them				
Vents are free of grease and dirt				
Food is stored properly in sealed containers				
No long-term storage of items in cardboard boxes				
Pest monitors (sticky traps) are present and dated				

If pests are present in the area, write what kind here _____

Notes:

Band Room, Sports Teams Rooms and lockers	Yes	No	Not Sure	N/A
Room is free of trash and food				
Room is free of storage, especially in cardboard boxes				
Any food items are stored in sealed plastic containers				
Free of clutter				
Cracks or holes in floors and walls are sealed properly				
Floor drains kept clean				
Trash emptied daily				

If pests are present in the area, write what kind here _____

Notes:

Other Room:	Yes	No	Not Sure	N/A
Free of unauthorized pesticides				
Room is free of standing water				
Room is free of trash and food				
Room is free of storage, especially in cardboard boxes				
Any food items are stored in sealed plastic containers				
Free of clutter				
Cracks or holes in floors and walls are sealed properly				
Outside windows and doors close tight and have no gaps				
Window screens (if any) are in good repair				

If pests are present in the area, write what kind here _____

Notes:

Kitchen IPM Inspection Form

(Pests and Pest Conducive Conditions Checklist)

Name of Establishment _____

Date	
Inspected by	

Kitchen and Food Preparation Area	Yes	No	Not Sure	N/A
Functional monitoring of drop ceiling, no signs of pests				
Insect pest monitors (sticky traps) are present and dated				
Doors closed when not in use				
Doors shut tight and close on their own				
Door sweeps installed so no light under doors				
Doors Cracks & crevices around door are sealed				
Free of unauthorized pesticides				
Trash emptied daily				
Floor at every corner is clean and without signs of pests				
Area is free of standing water				
Floor drains and floor sinks are clean				
All faucets close properly and have no leaks or drips				
Under stoves, sinks, and dishwasher kept clean				
No open holes or other access to outside or other rooms				
Any cracks in walls or floors are sealed properly				
Windows have screens on them				
Vents are free of grease and dirt				
Pantry Storage is kept off the floor on wire rack shelving				
Pantry Food is stored properly in sealed containers				
Pantry No long-term storage of things in cardboard boxes				

If pests or signs of pests are present in the area, write what kind here

Notes:

Seen any rodents, bugs, or "conductive conditions" lately?
Please jot down your observations for us!

PEST LOG



Integrated Pest Management

Building Location:

[illegible]