



# School IPM

## Preparing for an Audit by TDA/SPCS

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# When TDA/SPCS Comes Calling

- See IPM Coordinator (s)
- Tour at least 1 campus
- May want to meet Superintendent
- Pesticide storage
- Non-commercial applicators
- All your records
  - Filing by campus 10 or more



# What they will be looking for

- Policy statement
- Certificates
- Notifications
- Application use records
- Yellow list justification/approval forms
- Red list justification/approval forms
- Emergency waivers, including pesticide application use record.
- Pest sighting logs or work order documentation of pest sightings
- List of parents who want to be notified prior to pesticide applications
- Non-chemical control measures
- Facility inspection checklists
- Copies of all pesticide labels and MSD sheets
- Pest control contract
- Incidental Use training and pest control records
- Information requests and complaints about pesticides



# Policy Statements

- Adopted by School Board
- Kept with Superintendent Office
- Copy kept in IPM records
- Optional places
  - Online, principal (campus notebook)
- Can be modified from TASB if desired
  - update sent out to Superintendents  
Sept/Oct



# Education

- Coordinator training certificate
- In-house licensed persons training and CEU certificates
- Incidental Use Training
- Teacher, staff and employee training
  - Sign in sheets and what taught
  - SafeSchools, SchoolDude, Email, newsletters



# Notifications

- 48 hour
  - Schedule of when and where posted
- Parental
  - Copy of statement for handbook
  - Placed on line
  - Keep list of parents who want to be notified
- Emergency Waivers
  - When pest can't wait 48 hours
- Outdoor
  - Schedule of who and where signs will be posted



# Pest Sighting Reports

- How do you track pests?
- Pest sighting logs or work order documentation
- Non-chemical control measures
  - Sanitation
  - physical
  - mechanical
  - prevention measures



# Using SchoolDude

- PM Direct
  - How often do you need to inspect – monitor an area – set frequency
  - What to look for
    - Specific items like door sweeps, clutter, water leaks, etc.
  - At will or timed
    - Incoming complaints vs. preventative schedule
  - Tracking (Accountability)
    - Assign to craft; budget code, create an IPM project
    - Pull reports for TDA inspections on each campus





# Facility Inspections

- Speaks to the heart of the IPM Program
  - Annual Inspections
  - Kitchen Inspections
  - Preventative Maintenance Program
  - Copies of work order requests and completed reports



# Monthly Inspection- Template

- Frequency
  - Monthly
- What to look for
  - Evidence of pests
  - Check monitoring
  - Floor drains
  - Food storage
- Craft
  - Pest Control
- Budget Code
- Project
  - IPM Program

## PEST INSPECTION/SANITATION REPORT

Date \_\_\_\_\_ Time: \_\_\_\_\_  
 Inspector \_\_\_\_\_ Inspection Type Initial Quality Control Routine

### Evidence of Infestation(s)

| Pest        | Location(s) | Pest                 | Location(s) |
|-------------|-------------|----------------------|-------------|
| Ants        |             | Fleas                |             |
| Cockroaches |             | Stored Product Pests |             |
| Mice        |             | Pigeons              |             |
| Rats        |             | Other                |             |

### Sanitation Survey

| Food Preparation                       | Yes | No | Receiving                                       | Yes | No |
|--|-----|----|---|-----|----|
| Equipment clean                        |     |    | Floors clean                                    |     |    |
| Appliance drip pans clean              |     |    | Clutter   |     |    |
| Floors clean                           |     |    | Empty boxes stored in cold storage              |     |    |
| Floor drains clean                     |     |    | Empty boxes stored away from kitchen            |     |    |
| Sink drains clean                      |     |    | <b>Student and Staff Areas</b>                  |     |    |
| Counters/Tables clean                  |     |    | Bathrooms clean                                 |     |    |
| Food stored in pest-proof containers   |     |    | Plumbing leaks                                  |     |    |
| Perishables stored in refrigerator     |     |    | Teacher's areas clean                           |     |    |
| Garbage removed daily before closing   |     |    | Food stored properly in teachers' areas         |     |    |
| Spillage cleaned regularly             |     |    | Food stored in student, staff, or teacher desks |     |    |
| Standing water                         |     |    | Trash removed daily before closing              |     |    |
| Plumbing leaks                         |     |    | Jaratorial closet clean                         |     |    |
| Windows/Door screened                  |     |    | Pest Proofing needed                            |     |    |
| Gaps around/under doors or windows     |     |    | <b>Exterior</b>                                 |     |    |
| Pest proofing needed                   |     |    | Garbage cans cleaned weekly                     |     |    |
| <b>Storage Areas</b>                   |     |    | Garbage cans have lids                          |     |    |
| Floors clean                           |     |    | Lids closed on garbage cans                     |     |    |
| Floor drains clean                     |     |    | Garbage area downwind from kitchen              |     |    |
| Food stored in pest-proof containers   |     |    | Garbage area clean                              |     |    |
| Recyclables cleaned before storing     |     |    | Garbage removed at least weekly                 |     |    |
| Spillage cleaned regularly             |     |    | Pet waste removed daily                         |     |    |
| Items stored 6" to 8" off floor        |     |    | Gaps under/around doors                         |     |    |
| Items stored 12" to 18" away from wall |     |    | Area is trash- and weed-free                    |     |    |
| Stock rotated                          |     |    | Standing water                                  |     |    |
| Clutter                                |     |    | Pest proofing needed                            |     |    |
| Pest proofing needed                   |     |    | Outside eating area cleaned daily               |     |    |
| <b>Other</b>                           |     |    | <b>Other</b>                                    |     |    |
|  |     |    |   |     |    |
|  |     |    |   |     |    |

Comments/Recommendations \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Application use records

- Detailed records for all types of treatment on school campus
- Should be received by PMP within 2 business days or negotiated w/ you
- Must contain several elements
- Copies of Labels and MSDS
  - Indoor and outdoor pesticides





# Justification Forms

- Yellow
  - Approval by pest management professional signed and sent to IPM Coordinator within 48 hours
  - Keep in separate file by campus
- Red
  - Conversation with PMP and IPMC
  - Kept in separate file by campus

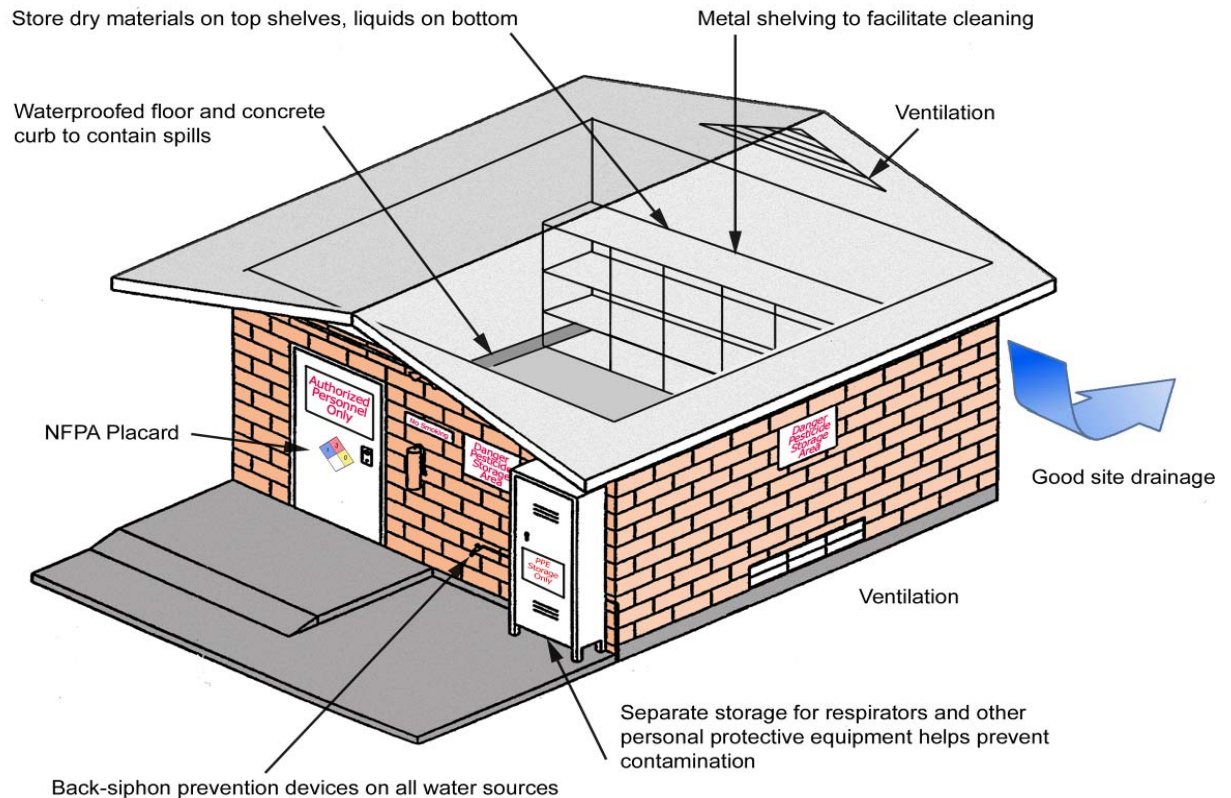


# The Campus Inspection

- Teachers Lounge
- Kitchen Area
- Custodial Closets
- Coaches Area
- Pesticide Storage Area
  - If you have licensed people
  - TDA will now inspect non-commercial



# Pesticide/Chemical Storage









DANGER HERBICIDES

STORAGE

FOR INFORMATION CONTACT:  
TONY BAILEY, IPM COORDINATOR  
979-277-6620 - OFFICE  
OF THE TEXAS DEPARTMENT OF AGRICULTURE & FORESTRY IN A COMPLIANCE WITH THE F.F.A. LAWS & REGULATIONS

**FLAMMABLE  
KEEP FIRE AWAY**

# Additional Items

- Pest Control Contract (s)
- Outline of the IPM Program
- Management Plans
- How to prepare
  - Collect team members
  - Custodial, Maintenance, Grounds, School Nurse, others



# Do What You are Doing Now Think Pest

- Grounds
  - Mowing and fertilization schedule
  - Athletic field schedules
- Maintenance
  - Preventative maintenance
  - Routine environmental inspections
- Custodial
  - Cleaning schedules
  - Deep cleaning of equipment
- Medical – Risk
  - Identification of at risk students





# Developing Plans

- Determining threshold levels
  - Zero is not a threshold level
  - Use real numbers – 1 to 3, 3 – 5, 5 – 10 etc.
- Developing steps that are taken
  - In classroom – vacuum, caulk, empty trash
  - How do you react now? Have you written it down?
- Examples
  - Book
  - [http://schoolipm.tamu.edu/IPM\\_forms.asp](http://schoolipm.tamu.edu/IPM_forms.asp)



# Questions

Thank you

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- Remember to come to the Statewide IPM meeting Nov. 18 & 19, San Marcos see Onsite for Info.

