School IPM Inspection Checklist:
"Does the School have an IPM policy on file?
- If so, Review the IPM Policy Statement on file and make sure it has been approved by the school board.
  - o This statement should state the intent of the school administration or management to implement an IPM program for the school. It should provide brief guidance on what specifically is expected; ie that involves   incorporation of existing services into an IPM program and plans for the education and involvement of students, staff and pest control contractor(s).
  - o Check to see if the district has any IPM plans – IPM plans are brief descriptions of pest problems with thresholds that trigger pesticide applications.
- Attendance certificate for IPM Coordinator from approved class, obtained within 6 months of appointment.
  - o As time moves forward also check to see if every three years the IPM Coordinator is attending a refresher course. Starts for all IPM Coordinators in 2009.
- Parent/Guardian notification – in student handbook or as a handout given to students at beginning of school year.
  - o How is the district notifying parents that pesticides are being used on school property.
- Are all applications of pesticides made by licensed personnel only?
  - o Make sure all employees and contractors have correct licenses. Review with IPM C their role in ensuring that everyone is licensed.
  - o Can the district show licenses and up-to-date CEU records for all in-house personnel who apply pesticides?
  - o Does the district allow the use of "incidental use applications"? If they do ask to see training records and copies of application use records as well.
- Check for central file containing copies of all chemical application records?
  - o Briefly review application records to see if applicator is monitoring, if they are there routine applications of the same pesticide, do you see notes that they inspected, if there is no evidence found and they treated anyway– ask why.
- Does the district have a central file containing copies of justification/approval for all Yellow and Red list chemicals?
  - o These justification forms should be for indoor and outdoor pesticide use.
- Does the district have a central file containing copies of pesticide label and MSDS sheets for all chemicals used?
  - o Even if they contract with a company the IPM coordinator should have up to date labels and MSD sheets.
  - o Good link to find labels and MSDS http://www.cdms.net/LabelsMsds/LMDefault.aspx

- Are notifications of pest control posted by 48 hours prior to all indoor treatments?
    - Is there a policy on how the district is notifying building occupants about pest control treatments.
    - Starting in 2009 all outdoor pesticide applications will need to be posted – ask how they are doing this.
- Are all chemicals stored out of reach of children?
    - If time permits look at the pesticide storage building.
    - Make sure insecticides and herbicides are stored separately – remind them about volatile odors and off-gassing
    - Store liquids and powders on different shelves and with catch basins.
- How does the district report pest sightings?
    - Look at pest logs or work orders
    - Review several complaints to see how the problem was solved – look for IPM tactics
- Can the IPM Coordinator show a list of needed building or maintenance improvements to enhance the program?
    - This will be a result facility inspections – have they conducted any
    - How do they track repairs of conducive conditions
        - Door sweeps, cracks, openings around building penetrations
    - Does the district have a preventative maintenance program?
        - If yes, do they keep track of those repairs for their IPM program
- Can the district document use of non-pesticide pest control measures?
    - How are they documenting
    - Can you make any suggestions to enhance their program
- Does the district do any additional in-house training for employees?
    - Newsletter, in-service, etc.
    - Can you assist the district with anything?