

**STANDARD OPERATING
PROCEDURES**

17.02

**INTEGRATED PEST
MANAGEMENT
SYNOPSIS**

PATERSON PUBLIC SCHOOLS

SOP 17.02

IPM SYNOPSIS FOR PRINCIPALS/BUILDING ADMINISTRATORS

I. INTRODUCTION:

What is IPM? Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment. It is management and control. It is not eradication.

II. PATERSON PUBLIC SCHOOL POLICY:

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. The state appointed superintendent of the Paterson Public School District, the Paterson Public School Board of Education and the principal or lead administrator of each school, as appropriate shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. The Paterson Public Schools shall therefore develop and maintain an IPM plan as part of the district's policy. Teams shall be created for each school within the district as listed in Appendix K.

III. BACKGROUND INFORMATION:



The one on the left is a rat while the one to the right is a mouse.

Adult rats and mice₂

Adult mice are much smaller than adult rats. Adult mice weigh about 30 grams, and fancy mice tip the scales at about 50 grams. Adult mice have bodies that are 3-4 inches long with 3-4 inch tails.

Adult rats are far heavier and longer: they can weigh ten times as much, averaging 350-450 grams for females and 450-650 for males (with an overall range of 200-800 grams). They have 9-11 inch long bodies and 7-9 inch tails.

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COCROACHES



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American cockroaches are 1.5 inches long. Cockroaches generally live in moist areas, but they can survive in dry areas if they have access to water. American cockroaches prefer warm temperatures. In residential areas, these cockroaches live in basements, around pipes and sewers, and may move outdoors during warm weather. These cockroaches can be found in basements, crawl spaces and foundations.³



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MAGNIFIED PHOTO OF LICE

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IV. ROLES AND RESPONSIBILITY:

A. **School Administrators:** Specific duties of New Jersey School Administrators **required by the School IPM Act and proposed regulations:**

1. The PPS District has adopted and implements a school IPM policy for the school property; following the Model Policy that was developed by the NJDEP.
2. Principals will implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.
3. The Principal and the designees will serve as the School IPM Team, see Appendix K.
4. The Chief Custodian is familiar with the school building and grounds, and will coordinate the efforts for pest control.
5. School team members will report effectiveness and recommend improvements to the School IPM Plan annually to the Environmental, Occupational Health and Safety Officer.

B. **School IPM Coordinator:**

The School IPM Coordinator shall be the Chief Custodian, **by law**, is jointly responsible with the school administration for the implementation of this School IPM Plan. Role: The IPM Coordinator is the individual within the facility who is in charge of pest control activities for the school. **This individual has the authority and backing of the school administration or management.** The School IPM Coordinator has the primary responsibility for ensuring the IPM plan is carried out.

C. **District IPM Coordinator:**

Specific duties of a New Jersey School IPM Coordinator, EOHS Officer **required by law or regulation but are not limited to:**

1. Implement the School IPM Policy and Plan.
2. Maintain information about the IPM Policy and Plan in place at the school.
3. Maintain information about pesticide applications on school property including records obtained from the pesticide applicator, Material Safety Data Sheets (MSDS) when available for pesticides used, and labels for all pesticide products used.

D. **Pest Management Professional:**

All pesticide applications made on school property must be made by applicators or operators licensed to apply pesticides by the NJDEP PCP per the New Jersey Administrative Code Title 7 Chapter 30; Subchapters 1-12.

E. **School Nurse:**

The school nurse will consider potential pesticide exposure when evaluating a child's health complaint. The school nurse should have access to MSDS sheets for any chemical used on school property and be aware of any children with asthma or chemical sensitivities.

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Other Duties of the School Nurse in the School IPM Program will be as follows:

- Keep copies and review MSDS of all pesticides used on school property.
- Maintain easy access to Poison Control Center hotline at 1-800-222-1222 in case acute poisoning is suspected.
- Monitor for head lice (a common problem for children between 3 and 10 years old).
- Educate parents and staff about preventing head lice spread when it occurs.
- Submit a 'Pest Problem Report' to PPS District IPM Coordinator, EOHS Officer, whenever pests are detected in the health suite/Nurse's office.
- The School Nurse will maintain a Pest Problem report for human pest problems, such as lice or bedbugs, Appendix J.

F. Kitchen Staff:

Food handling and preparation areas are among the most critical areas for pest management. Kitchen staff must keep all food areas free of crumbs and food residue after use.

Other Duties of Kitchen Staff in the School IPM Program will be as follows:

- Practice good sanitation of all kitchen and food service areas, clean all surfaces daily.
- The Manager of the kitchen staff will inspect the kitchen daily.
- The Manager of the Kitchen will submit a Pest Problem Report Food Service Report, Appendix I, to the Chief of Operations of Food Services, whenever pests are detected in the kitchen and food service areas. The Director of Food Services or his designee will work in conjunction with the District IPM Coordinator to rectify the problem

G. Staff, Teachers, and Students:

Duties of Staff, Teachers, & Students in the School IPM Program will abide by the following:

- The most important responsibility of the students and staff is sanitation. Much of the prevention and reduction of pest infestation at the school site depends on whether or not students and staff clean up food leftovers, food in lockers, gum under desks, paper clutter, etc., or perform proper maintenance.
- Leave pest control and pest management to trained professionals.
- Will not move sticky traps or other pest monitoring devices.
- Report any evidence of pest activity to the School IPM Coordinator, Chief Custodian.
- Food Consumption shall take place in designated areas as approved by the Building Administrator/Principal.
- The Building Administrator/Principal shall complete Appendix N listing all designated areas where food may be stored and/or consumed.
- Will not consume food except in designated areas, as determined by the building administrator/principal.
- Special Permission for holiday parties will be granted by the building administrator in conjunction with the Chief Custodian. Faculty will ensure that any remaining food will be removed or disposed at the end of the party.
- Faculty will not store any food products in closets or classrooms.
- Refrigerators and other such kitchen appliances are prohibited from the classroom.
- Food shall not be sold, except by the Department of Food Services.
- Permission for limited bake sales throughout the year shall be granted by the building administration/principals.
- Faculty shall make arrangements for the consumption of food in the designated areas during lunch time detentions.

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- Faculty will keep classrooms clutter free to deter pests from nest building.

V. PEST PREVENTION AND CONTROL

IPM employs a multi-tactic approach, integrating several strategies to combat a particular pest. Control strategies that remove a pest's food, water, and shelter (harborage), and limit its access into and throughout buildings and on school grounds will be employed as follows:

- CULTURAL CONTROLS**
- MECHANICAL CONTROLS**
- PHYSICAL CONTROLS**
- BIOLOGICAL CONTROLS**
- LEAST HAZARDOUS CHEMICAL CONTROL**

VI. PROCEDURE

- a. Licensed pest management will provide services twice per month.
- b. Licensed pest management will provide additional services as necessary.
- c. Principal and/or building administrator shall complete appendix K with additional staff members to serve on the IPM team for respective facility.
- d. Principal and/or building administrator shall designate a member of the IPM team to complete and maintain Appendix M, Monthly Efficiency Log.
- e. Principal and/or building Administrators shall designated eating areas as per Appendix N.
- f. Principal and/or building administrators shall prohibit pesticides brought in b or used by staff.
- g. Principal and/or building administrators shall limit small appliances as per Board Policy 7437.
- h. Chief Custodian shall maintain the IPM Appendix A and respond with appropriate actions when notified of a pest problem. IPM Appendix H shall also be maintained.
- i. Custodial staff shall dispose of food trash timely.
- j. Food Services shall maintain and record all pest problems in Appendix I.
- k. Nursing staff shall maintain and record health related pest problems in appendix J
- l. Faculty and supporting staff shall reduce clutter to assist custodial staff in effective cleaning.

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- m. EOHS officer shall provide the principal and/or building administrator with the necessary notification forms and provide procedural instructions should pesticide use be deemed necessary. Appendices D thru G shall be used as applicable.
- n. EOHS Officer shall complete and provide appendix C for each principal and/or building administrator. This appendix shall be send electronically at the beginning of each school year.

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APPENDIX M

MONTHLY EFFICIENCY OF IPM PLAN

DATE	MONTHLY FINDINGS	ISSUES RESOLUTION DESCRIPTION	DATE	NAME

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APPENDIX N

School _____

Principal _____

DESIGNATED AREA: ROOM NUMBER	DESCRIPTION OF AREA
	CAFETERIA AND KITCHEN
	Teacher's Room/Lounge

To be posted in common areas.

Principal Signature

Date

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CITATIONS

1. <http://www.247wildlife.com/ratphotos.htm>
2. <http://www.afrma.org/rminfo1.htm>
3. http://www.cockroach-pictures.com/american_cockroach_pictures.htm
4. <http://pediatrics.about.com/od/headlice/ig/Head-Lice-Pictures>