

## Tips for Making Your IPM Plan Complete

### Group Work on Education & Community Outreach, Notification & Posting, Record Keeping

Note: yellow-highlighted items were reviewed during the 2020 Annual School IPM Coordinator Training

#### 1. Educating Staff and Conducting Outreach to the School Community

**Important:** Whatever you do, make sure to document it – keep copies of emails, notes on handouts you distribute, agendas, attendance records, etc. **Write in your IPM Plan specifically HOW you will document these and WHERE the documentation will be stored.**

**Remember:** The 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.**”

#### Ideas and suggestions:

- a. **Put IPM info in packets at student registration time.** Include directing them to information on school district website and OSU website.
- b. **Provide information and training at staff meetings at start of the year.**
- c. **Train all new staff on IPM within 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 we can prevent them this year.
- e. **Include IPM in your mandatory annual training or mandatory Safety Fair.** Revise/change it each year depending on what happened during the past year. Include new information and lessons learned when possible. At Safety Fair, have five stations, one of which is related to IPM
- f. **Include IPM procedures in staff manual for teachers.** Include flow chart of what to do when they find a particular pest.
- g. **Use SafeSchools’ Integrated Pest Management course** for annual staff training (if your school has a SafeSchools contract). Caution: People may “tune out” if they have seen this more than once or twice.

- h. **Put Healthy and Safe Schools Plan (HASSP) on school district website (IPM is included).** The HASSP should include a link to the district's IPM plan and give name of the IPM plan coordinator.
- i. **Have a web page just for IPM.** Update it when you learn something new or have some kind of new pest problem you are dealing with.
- j. **Emails to staff pertaining to pest prevention measures.** Forward Tim Stock's emails to staff when appropriate
- k. **Post information about your IPM plan in local newspaper and on your website.** Put lots of information about pest management on your website, for staff and public to access.
- l. **Use PowerPoint presentations that can be downloaded from the "Resources & Forms" tab at [osuipm.org](http://osuipm.org):**
  - [PowerPoint to Educate Staff](#) (by David Parsons, North Santiam SD)
  - [PowerPoint to Educate Staff](#) (by Vicki Williams, McMinnville SD)
- m. **Download and edit/modify the template for an annual IPM information letter to parents that is also located on the "Resources & Forms" page at [osuipm.org](http://osuipm.org):**
  - [Template for IPM Parent Notification Letter](#) (Word)
- n. **"Teachable moments" when you discover a pest issue during an inspection or you get a pest complaint from staff (Take pictures and share with superintendent, principal and/or staff).** In addition, you could compile a "photo bank" of both good and bad prevention and management practices, and use these to educate staff. Share Pest Presses (via email, by handing out, by posting on bulletin boards). Here are the Pest Presses:
  - <http://blogs.oregonstate.edu/schoolipm/pests/>
- o. **Email staff Pest Presses about small ants in the spring, pest-proofing just before a school break, etc.:**
  - <http://blogs.oregonstate.edu/schoolipm/pests/>
- p. **Monthly newsletter regarding (or including) IPM sent out to staff via email.** Can IT help you to determine "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. **Safety Committees**
  - Use Safety Committee to discuss IPM
  - Safety reps can be ambassadors for IPM

-Include IPM as a standing agenda item on each Safety Committee meeting agenda

s. **Kitchen Staff**

- Post reminder notices in kitchens, reminding staff to keep the place clean to prevent pests.
- Pest logs (available under “Resources & Forms” tab at [osuipm.org](http://osuipm.org) )
- Monthly Report
- Follow up to find if they have sealed penetrations and openings, and to see if they are using air-tight containers that are provided to them, etc.

t. **On Teachers’ in-service days, custodians combine safety inspections and IPM inspections in classrooms.** Custodians show teachers what they find and educate on causes, prevention, actions/next steps, etc.

u. **Include items related to pest prevention on teachers’ checkout list at the end of the year.** Things like taking food home or putting it in plastic containers and reducing clutter by getting rid of unneeded items.

## 2. Notifications & Postings of Pesticide Applications

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

**Remember:** Notification and posting **still required during summer when school is not in session.**

### Ideas and suggestions:

- THIS IS ALSO CONSIDERED COMMUNITY OUTREACH/EDUCATION: In informational packet that goes out to parents and teachers at beginning of school year that explains how we approach IPM and what people can expect. In the letter, inform them how/where/when we are going to notify them of applications. Possibly use annual parent notification letter template available at OSU School IPM Program’s website, located on the “Resources & Forms” page at [osuipm.org](http://osuipm.org): [Template for IPM Parent Notification Letter](#) (Word)
- Notify parents, teachers, and other staff by email, school website, text messages, flyers, and notification on bulletin boards, reader boards at school entry areas; whatever method or combination of methods are most effective or agreed upon by school board.
- Use same system that you use to announce school closures due to inclement weather

- d. School calendars – google calendar
- e. Give option to parents: Some parents may want to receive physical letters, while others may want emails or texts and/or other.
- f. IPM coordinator can send a “Pest Alert” – have faculty, staff, parents and students sign up for alerts.
- g. Emails, mass texts (referring people to look at specific web page for the info.)
- h. Read pgs. 3-4 of FAQs on “NOTIFICATION & POSTING” for info on posting in summer, application of gel baits in attics and kitchens, when to post, when to take down signs: Go to [osuipm.org](http://osuipm.org) click on “IPM Law” tab, click on “Frequently Asked Questions” link.
- i. Where there is fencing, post at exterior fencing entry points (e.g. main entrance gate or door, side gates)
- j. Posting notifications of applications on school doors and the like is an acceptable form of notification, as long as that is the main way of getting important info out to people. But application warning signs must be posted at application site as well.
- k. You can put notification info on the same sign you use for posting of applications, so you can use it for both notification and posting. Note: **OSU created a combination notification/posting sign template** which was included in your training packet **and on your flash drive** (See “Alternative Posting Sign” in “Notification Posting” folder).
- l. Documentation: Take photos (with a landmark in the background and date/time stamp) of posted warning signs.
- m. IPM coordinator can designate someone to send out notification, but the coordinator must follow up to make sure the designee actually sent out the notification, and there was documentation of it
- n. If your school contracts with someone else to do the applications, you still need to have it in writing who (the school or the contractor) does the notification and posting of applications, and who takes down the signs.
- o. Work with landlords for leased properties to ensure notification and posting is done as per the law – make sure you are both on the same page.

- p. Spell out what are considered “emergencies” in your IPM plan, especially since declaring an emergency requires board approval. Include who declares an emergency, and who posts the warning signs.

### 3. Record Keeping

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

**Remember:** ODA’s great “Pesticide Application Recordkeeping Forms” (with awesome instructions) are on the OSU School IPM Program website [osuipm.org](http://osuipm.org) under the “Pesticides” tab

**Many things should be on the form (as per the instructions for ODA forms).**

**Here are a few key items:**

- a. Product names and EPA#s can be long – Use coding (example is given in ODA Form Version 2)
- b. Make sure to include equipment being used
- c. Do not forget to go back and check that your application was necessary and actually did what it was supposed to. Write a short note about it on your record keeping form.
- d. Good idea to keep a hard copy and a scanned copy of records/notes about applications
- e. Must include copies of notices you sent out.
- f. Keep records of when signs go up and are taken down
- g. Application records must be kept at the school where the application took place
- h. Can keep records on a computer and/or a flash drive if it is easily accessed by someone at the school where the application took place.
- i. SDSs should be kept at the school, not just maintenance office.
- j. Must keep records 4 years.

**For your reference:** Here is a direct link to the exact text of the law related to Notification, Posting, and Record-Keeping:

<http://blogs.oregonstate.edu/schoolipm/files/2017/09/Notification-Posting-Record-Keeping-Requirements-1.pdf>