



ADMINISTRATIVE PROCEDURE

INTEGRATED PEST MANAGEMENT AND TERMITE CONTROL SERVICE

3522.1

Procedure No.

July 1, 2016

Date

- I. **PURPOSE:** To provide procedures for controlling unwanted insects and rodents in school buildings or on school grounds, and for using pesticides/herbicides on school grounds. Maryland State law regulates the use of pesticide chemicals in public schools and on public school property during the school year and requires certain notification when certain chemicals are approved and used.

- II. **INFORMATION:** As part of our ongoing efforts to provide clean and healthy learning environments and strictly limit the use of chemical pesticides, the Prince George's County Public School system stands committed to continuing to follow an approved Integrated Pest Management (IPM) program. IPM places emphasis on proactive, preventive, and non-toxic methods for controlling pests including improved sanitation, structural maintenance and repairs, and occupant education and involvement. Chemical pesticides are only authorized for use after non-toxic means and methods fail to reduce the infestation to an acceptable level. In the event that chemical pesticides are authorized, least-toxic pesticide products meeting the Tier III hazard criteria, per San Francisco's pesticide hazard screening list, will be used first. The list of products and chemicals that meet the Tier III hazard criteria can be found at <http://sfenvironment.org/article/residents/leastroxic-pesticides-for-green-buildings>.

Pesticides include products (chemicals) used for grounds care, such as herbicides and weed killers. Our school system prohibits the use of these products on grounds for beautification purposes. Chemicals are only approved for use on grounds to eliminate unsafe conditions caused by ground bees, weeds, or poison ivy. Such approval will only be granted when non-chemical means and methods are not effective. (Products considered pesticides that are used in instructional programs, such as horticulture, require the same notification as pesticides used for controlling pests.)

SPECIAL NOTE: Application of a chemical pesticide or herbicide in school building or on school property by anyone other than a school system, State licensed applicator is strictly prohibited. Violators may be prosecuted and subject to severe civil penalties.

Maryland State law regulating the use of pesticides in public schools and on school grounds includes the following requirements:

- A. School systems must conduct an IPM program approved by the Maryland Department of Agriculture.
- B. At the start of each school year, the school system shall provide to all parents, guardians, and staff an explanation of IPM and certain other pertinent information.
- C. In situations where non-toxic or least toxic methods are not sufficiently effective and pesticide use is authorized, all parents, guardians, and staff



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must be notified at least twenty-four hours prior to pesticide use in elementary or specialty schools. In secondary schools and offices, only those parents, guardians, and staff who specifically request notification must be notified.

- D. When emergency pesticide applications are approved, the same notification requirements apply within twenty-four hours after the application, or the next school day.
- E. A school system IPM contact person must be identified. The name, address, and telephone number of this individual must be provided to parents and guardians noting that this person may be contacted with any IPM question or a request to review Material Safety Data Sheets.

III. PROCEDURES:

A. IPM Objectives

IPM provides control of unwanted insects and rodents in buildings and on grounds, while strictly limiting or eliminating the need for or use of toxic pesticide chemicals. Common sense, proactive, non-chemical means and methods of pest control, when applied on a daily basis by all building occupants can minimize infestations and provide a healthy learning and working environment. Chemical pesticides will only be approved for use after non-toxic means and methods prove ineffective and occupant notification has been accomplished.

B. IPM Roles and Responsibilities

1. IPM involves input and cooperation from all building occupants, including students, teachers, administrators, staff, parents, and community user groups. Everyone should know the basic concepts of integrated pest management and how they are utilized to control pests. IPM does not rely on the use of pesticide chemicals, but on a common sense and environmentally sound approach involving improved sanitation standards and increased structural and grounds maintenance and repairs.
2. Insects and rodents will not live where they cannot find food, water, or harborage. First, prevent pest access to buildings by providing pest-proofing (weather stripping) on all exterior doors, sealing windows, covering gaps around pipes that exit through walls, keeping weeds, grass, and tree limbs trimmed away from the building, etc. Then, eat only in areas designed for eating and remove food and beverage residue daily. Storage rooms must be maintained in a clean and orderly fashion so the entire floor and corners-especially where the floor and wall meet-can be swept and mopped thoroughly.



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3. Students, staff, and anyone using a school system building must take an active role in pest control. Doors and windows must not be propped open; trash and debris must be placed in proper receptacles; boxes should be emptied, flattened, and discarded as soon as possible; clutter and excess items must be removed; and personal work spaces must be kept clean and tidy.
4. Custodial personnel provide sticky traps for monitoring purposes, which will determine the type and level of infestation. Custodial personnel will advise area occupants of basic corrective actions that should be taken. If non-toxic means and methods prove ineffective, a pest control request may be called to Operations for interior pests.
5. When outside the building on school grounds, it is imperative that sufficient trash receptacles are available and placed where needed. It should be stressed to students, staff, and the public that everyone is responsible for placing their food and beverage debris, or any other type of trash, into the receptacles. Cooperation of all parties is required to ensure pest- and pesticide-free environments.
6. Maintenance is responsible for ground bees and for removal of poison ivy, weeds, or brush that cannot be safely removed by custodial personnel. School system personnel and/or personnel licensed by the Maryland Department of Agriculture will provide these services to schools and offices.
7. An IPM contact person has been identified and may be contacted with pest control questions or to obtain material safety data sheets relating to any pesticide used by the school system.

Contact Person:

Director of Plant Operations
13300 Old Marlboro Pike
Upper Marlboro, Maryland 20772
Phone: 302-952-6550; Fax: 301-952-6924

C. Pest Control Procedures

1. School system pest controllers will visit buildings on a monthly basis to survey, monitor, and educate occupants.
2. If pests or rodents are noticeable, custodial personnel will provide traps and/or monitors and basic guidelines for building occupants. Rodent baits are only allowed if they are solid blocks placed in locked outdoor dispensers. No single-feed rodent baits may be used in areas that may unintentionally affect other wildlife, such as adjacent to park land or wild areas.



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3. The building supervisor shall alert the principal regarding all pest problems. The principal shall direct appropriate, non-toxic corrective measures to be taken by custodians, cafeteria personnel, teachers, students, or other staff as necessary.
4. The building supervisor may request a pest control visit after non-toxic methods conducted by all building occupants prove ineffective. The basic threshold is four or more caught in one 24-hour period repeated by another four or more caught in the next 24-hour period. When this occurs, the Building Supervisor should be notified and Plant Operations should be notified. Emergency pest situations may be reported to Plant Operations at any time.
5. Pest control personnel will inspect areas involved for cleanliness and/or structural deficiencies. If there is evidence of unsanitary conditions, corrective action instructions will be given to appropriate personnel. If structural deficiencies are cited which could contribute to infestation, instructions will be given to the building supervisor and principal on the Inspection Report form. If Maintenance work orders are required, school personnel shall follow standard procedures regarding submission and follow-through of work orders.
6. Pesticides will be approved for use and applied by Plant Operations personnel after monitors indicate non-toxic methods have been ineffective and the infestation remains at an unacceptable level.
7. Emergency application of pesticides will only be approved in severe situations or when immediate action is required but will pose no threat to students, staff, or the public. As an example, when repairs are being made to buildings, such as roof top heating or ventilation equipment, and nests of flying/stinging insects prevent the completion of the work, application of pesticides may be made. These applications may only be made by registered personnel, and information will be left at the school to provide the necessary notification after an emergency application.
8. Suspected **termite infestations** shall be reported to Plant Operations. If confirmed, contracted exterminators will provide extermination services when required. Termites are not harmful to humans or animals. They do not bite, sting, or carry disease, and they cannot be transported home to transfer infestation. The suspected termite activity area should be marked and the insects knocked down with a spray of water and removed. Immediate application of pesticide is not appropriate and will not prevent the pests from returning. Principals should be aware that students may have to be temporarily relocated if the disruption cannot be controlled.



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9. Exterior pest control problems or grounds problems, such as **ground bees**, or requests for **weed or poison ivy** control should be reported to Maintenance at 301-952-6500. Appropriate staff will make all attempts to remedy the situation with non-toxic means prior to approval of pesticide/herbicide use. If chemical use is approved, all notification requirements will be met prior to application by licensed personnel.
- D. Notification Requirements
1. At the beginning of each school year, the system will provide to all parents, guardians, and employees an annual IPM document explaining the program and notification process.
 2. Elementary and specialty schools will notify parents, guardians, and staff at least twenty-four hours prior to application of certain pesticides. (Department of Plant Operations will provide notice to be copied and distributed by the school.)
 3. Secondary schools and offices will notify those parents, guardians, and staff who requested notification twenty-four hours prior to application of certain pesticides. (Department of Plant Operations will provide notice to be copied and distributed by the school/office.)
 4. The same notification will take place within twenty-four hours or on the next work or school day after any emergency pesticide application. (Department of Plant Operations will provide notice to be copied and distributed by the school/office.)
 5. Signs will be posted at the time and site of pesticide applications. (Department of Plant Operations will provide signs.)
- E. Record Keeping
1. Detailed records will be maintained in the Department of Plant Operations, including Material Safety Data Sheets (MSDS) for pest control products used. MSDS are available for review upon request.
 2. Each school/building shall maintain an IPM file. This file will include copies of Pest Control Reports, notifications, and other pertinent information. **These files must be made available to Maryland Department of Agriculture upon request.**
- F. IPM Occupant Education and Involvement
1. Department of Plant Operations will periodically, or upon request, provide information regarding IPM practices to be shared with all building occupants. Students, teachers, administrators, other staff, and community



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user groups must do their part to help maintain pest and rodent free environments inside buildings and outside on grounds.

2. Pest Controllers will share their knowledge and are available for presentations regarding IPM.

IV. **RELATED PROCEDURES:** None.

V. **LEGAL REFERENCE:** Maryland Annotated Code, Agriculture Article, Section 5-208.1.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Office of the Chief Operating Officer for Supporting Services will update these procedures as needed. Questions concerning these procedures should be referred to the Department of Plant Operations.

VII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3522.1, dated January 1, 2009.

VIII. **EFFECTIVE DATE:** July 1, 2016.

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11