POLICY STATEMENT

The purpose of the pest management plan is to centralize all of the information of a buildings pest management practices. This document explains the approach the building management is taking towards pest control and what the management has and is currently doing.

This explains the purpose and goals of the pest management actions. This section contains a description of the essential elements of a Pest Management Policy along with some sample wording for a Pest Management Plan.

POLICY

1- It is the policy of this establishment to implement IPM procedures to control structural, landscape pests, and minimize exposure to visitors and staff to pesticides.

2- Structural and landscape pests can pose significant problems for people and property. Pesticides can pose risks to people, property and the environment. It is therefore the policy of Brick Broad of Education to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests. The objective of this program is to provide necessary pest control while minimizing pesticide use.

PESTS

1- It is the policy of this establishment to control pests in the environment. Pests such cockroaches, fleas, ants, stinging wasps and rodents are annoying and can disrupt the environment. Pests are known to bite, sting or transmit disease and may cause allergic responses.

2- Brick Board of Education will manage pests to:

- ♦ Reduce any potential human health hazard or threat to public safety.
- ♦ Prevent loss or damage to structures or property.
- ♦ Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
- ♦ Enhance the quality of life for staff and others.

PESTICIDES

It is the policy of this establishment to reduce exposure to pesticides in our environment. When pesticides are used to control pests, there is potential for human exposure. Excessive exposure may result in pesticide poisoning or allergic responses in sensitive individuals. Children may be more susceptible to pesticides than adults due to their smaller size, rapid growth and development. Their playful and inquisitive behavior may expose them to more pesticide residues.

1- Any person applying pesticides must be trained and knowledgeable in the principles and practices of IPM. Applicators must follow state regulations and label precautions. Applicators must comply with the IPM policy and Pest Management Plan. All Applicators must be certified in the appropriate category(ies).

2- The preferred pesticides for use are pesticide baits and pesticide sprays with the signal word of caution.

IPM

Non-chemical prevention of pest populations using such methods as sanitation, exclusion and cultural practices. Application of pesticides only "as needed" to correct verified problems. Selecting the least hazardous methods and materials effective for control of targeted pest. Precision targeting of pesticides to areas not contacted or accessible to visitors or staff.

Integrated Pest Management (IPM) approach for controlling insects, rodents and weeds is used at this location. Our IPM approach focuses on making the building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance and office.

We only use chemicals (pesticides) when necessary to eliminate a pest problem. The applicator will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. These areas will be secured against access as necessary for the period specified and taking into account all precautions found on the pesticide product label.

RECORD KEEPING

Keeping records of pest sightings and pesticide use will help locate problem areas of and keep track of what where and when pesticides are used. These records can help in periodic evaluation of the pest management plan and development of any necessary modifications.

EDUCATION

For an IPM program to be successful, all people from administration to maintenance staff must be made aware of the managements policies on pest control and their respective roles in the overall pest management plan.

Staff, pest managers and the public will be informed about potential pest problems, the IPM policies, procedures, and their respective roles in achieving the desired pest management objectives.

THRESHOLDS
IPM is a system of controlling pests that does not depend on automatic application of pesticides. An IPM program consists of monitoring, control and evaluation. Action thresholds are set at the point where action takes place to reduce a pest's numbers. Thresholds can vary depending on season or location.

HEALTH AND SAFETY CONCERNS
Action thresholds are set low when health or safeties are at stake. The action threshold for ticks would be set much lower if Lyme disease was common in the area. (Blacklegged ticks transmit Lyme disease.) Bee or wasp action thresholds indoors might be set as low as one (take action if you see a single bee or wasp), if a person is known to have a severe allergy to stings. The threshold for poisonous black widow spiders would be much lower than for garden spiders.

AESTHETIC CONCERN
Aesthetic damage occurs when the appearance of something is degraded. Examples include bird droppings on sidewalks, defoliation or flower damage to landscape plants and disease spots in lawns. People often disagree over what level of aesthetic damage should trigger action. What is acceptable to one person may not be to another. Aesthetic thresholds are consistent, however for pests that damage landscape plants. The average person begins to feel that some control action is necessary when a pest has damaged roughly ten percent of the plant.

PUBLIC OPINION
Certain pests are seen as more disgusting, scarier or otherwise worse than other pests. The reasons are complex, based on social, cultural or psychological factors. Most people are less willing to tolerate a cockroach than a cricket, a tick than a beetle, a mouse than a pigeon.

Unfortunately, people often disagree on what level of a particular pest is tolerable. Some people, for example, are frightened of spiders. Seeing a spider is seeing one spider too many. Others view spiders as beneficial and are willing to tolerate a few spiders, even in an occupied room. Those who equate pests with social status are often unwilling to accept any level of any pest. In contrast, cultural factors or fear of pesticides will often force people to tolerate an unusually high level of pests before they feel pest control action is necessary.

A person's tolerance of a particular pest can sometimes be modified by providing information about pests and beneficial organisms and the risks and benefits of control.

LEGAL CONCERN
Pests in commercial and institutional kitchens are regulated under state and county health codes. There is little tolerance for cockroaches, ants, mice and other pests anywhere food is stored, prepared or served, so action thresholds are typically low. Safety and building standards, rather than IPM considerations, may determine when action is necessary to control termites, rats, flies and other pests in commercial and public areas, including

public buildings. During health emergencies, government agencies may legally mandate control of certain pests, such as raccoons or skunks during rabies outbreaks or mosquitoes during encephalitis outbreaks.

COMMUNICATION
Communication with all staff will be completed in the following manner.

MONITORING
Integrated Pest Management requires monthly monitoring for pests before pesticides can be applied. The initial inspection of the facility will give the pest manager a good idea of pest-prone locations where monitoring traps should be placed.

SELECTING TREATMENT STRATEGIES

CRITERIA FOR SELECTING TREATMENT STRATEGIES
Once the IPM decision-making process is in place and monitoring indicates a pest treatment is needed, the choice of specific strategies can be made.

We will choose strategies that:

- minimize risk to humans and the environment
- are least disruptive of natural controls in landscape situations
- are least toxic to non-target organisms
- prevent recurrence of the pest problem
- easiest to carry out safely and effectively
- most cost-effective in the short and long-term
- appropriate to the site and maintenance system

LEAST HAZARDOUS TO HUMAN HEALTH
It is particularly important to take the health hazards of various strategies into consideration. Example: Aerosol sprays can kill cockroaches; however, they can also pose potential hazards to humans because the pesticide volatilizes in the air, increasing the likelihood of respiratory or lung exposure. In addition, aerosol sprays may leave residues on surfaces handled by visitors and staff. When cockroach baits are used instead, the pesticide is confined to a much smaller area and if applied correctly, the bait will be out of reach of students and staff. Baits volatilize very little so lung exposure is not a problem.

LEAST DISRUPTIVE OF NATURAL CONTROLS
In landscape settings, you want to try to avoid killing off the natural enemies that aid in controlling pest organisms. Unfortunately and for a number of reasons, natural enemies are often more easily killed by pesticides than are the pests. When choosing treatment strategies, always consider how the strategy might affect natural enemies. When choosing a pesticide, try to use one that has less effect on natural enemies.

LEAST TOXIC TO NON-TARGET ORGANISMS
The more selective the control, the less harm there will be to non-target organisms. Example: Aphid populations in trees often grow to high numbers because ants harvest the honeydew (sweet exudates) produced by the aphids and protect them from their natural enemies. The ants that protect these aphid pests are often beneficial in other circumstances, aerating the sod and helping to decompose plant and animal debris. By excluding the ants from the tree with sticky bands around the trunk, it is often possible to achieve adequate suppression of the aphids without harming the ant populations.

MOST LIKELY TO BE PERMANENT & PREVENT RECURRENCE OF THE PROBLEM
Finding treatments that meet these criteria is at the heart of a successful IPM program because these controls work without extra human effort, costs or continual inputs of other resources. These treatments often include changing the design of the landscape, the structure or the system to avoid pest problems.

The following are examples of preventive treatments:

- educating staff about how their actions affect pest management
- caulking cracks and crevices to reduce cockroach (and other insect) harborage and entry points.
- instituting sanitation measures to reduce the amount of food available to ants, cockroaches, flies, rats, mice, etc.
- cleaning gutters and directing their flow away from the building to prevent moisture damage
- using an insect growth regulator to prevent fleas from developing in an area with chronic problems

EASIEST TO CARRY OUT SAFELY AND EFFECTIVELY
While the application of pesticides may seem comparatively simple, in practice it may not be the easiest tactic to carry out safely or effectively. Use of conventional pesticides often involves wearing protective wearing protective clothing, mask, goggles, etc. In hot weather, people are often reluctant to wear protective gear because of the discomfort this extra clothing causes. By choosing not to wear the protective clothing, applicators not only violate the law, but also risk exposure to toxic materials.

MOST COST-EFFECTIVE IN THE SHORT- AND LONG-TERM
In the short-term, use of a pesticide often appears less expensive than a multi-tactic IPM approach; however, closer examination of the true costs of pesticide applications over the long-term may alter this perception. In addition to labor and materials, these costs include mandatory licensing, maintaining approved pesticide storage facilities, disposing of unused pesticides, liability insurance and environmental hazards.

Other factors to consider are whether a particular tactic carries a one time cost, a yearly recurring cost or a cost likely to recur a number of times during the season. When adopting any new technology (whether it be computers or IPM), there will be some

start-up costs. Once the program is in place, IPM generally costs less than or about the same as conventional chemically based programs.

TIMING TREATMENTS
Treatments must be timed to coincide with a susceptible stage of the pest and if possible, a resistant stage of any natural enemies that are present. Sometimes the social system (i.e., the people involved or affected) will impinge on the timing of treatments. Only monitoring can provide the critical information needed for timing treatments and thereby make them more effective.

SUMMARY OF AVAILABLE TREATMENT OPTIONS
The following is a list of general categories of treatment strategies. We have included some examples to help illustrate each strategy. The list is not intended to be exhaustive since products change, new ones are discovered or invented and ingenious pest managers develop new solutions to old problems every day.

SPOT TREATMENTS
Treatments whether pesticides or non-toxic materials, should only be applied when and where needed. It is rarely necessary to treat an entire building or landscape area to solve a pest problem. By using monitoring to pinpoint where pest numbers are beginning to reach the action level and confining treatments to those areas, costs and exposure to toxic materials can be kept to a minimum.

EDUCATION
Education is a cost-effective pest management strategy. Information that will help change people's behaviors—particularly how they dispose of wastes and store food—plays an invaluable part in managing pests like cockroaches, ants, flies, yellow jackets and rodents. Education can also increase people's willingness to share their environment with other organisms so that people are less likely to insist on toxic treatments for innocuous organisms. Teaching children about IPM will have a long-term effect on the direction of pest management in this country as these students grow up to become consumers, educators, policy makers and researchers.

HABITAT MODIFICATION
Pests need food, water and shelter to survive. If the pest manager can eliminate or reduce even one of these requirements, the environment will support fewer pests.

DESIGN OR REDESIGN OF THE STRUCTURE
Design changes can incorporate pest-resistant structural materials, fixtures, furnishings, etc. Sometimes these changes can entirely eliminate pest habitat. For example, buildings designed without exterior horizontal ledges will reduce pigeon problems. Inside, industrial, stainless steel wire shelving mounted on rolling casters helps reduce roach habitat and facilitates cleanup of spilled food.

SANITATION can reduce or eliminate food for pests such as rodents, ants, cockroaches, flies and yellow jackets.

ELIMINATING SOURCES OF WATER
This involves fixing leaks, keeping surfaces dry overnight and eliminating standing water.

ELIMINATING SOURCES OF WATER
How this can be done will vary depending on the pest, but some examples are caulking cracks and crevices to eliminate cockroach and flea harborage, removing clutter that provides roach habitat and removing dense vegetation near buildings to eliminate rodent harborage.

MODIFICATION OF HORTICULTURAL ACTIVITIES
Planting techniques, irrigation, fertilization pruning and mowing can all affect how well plants grow. A great many of the problems encountered in landscapes are attributable to using the wrong plants and/or failing to give them proper care. Healthy plants are often likely to have fewer insect, mite and disease problems. It is very important that the person responsible for the landscaping have a good foundation of knowledge about the care required by the particular plants at the school or be willing to learn.

DESIGN OR REDESIGN OF LANDSCAPE PLANTINGS
- choosing the right plant for the right spot and choosing plants that are resistant to or suffer little damage from local pests. This will take some research. Ask advice of landscape maintenance personnel, local nurseries, and local pest management professionals and County Extension agents or the master gardeners on their staffs.
- including in the landscape flowering plants that attract and feed beneficial insects with their nectar and pollen, e.g., sweet alyssum (Lobularia spp.) and flowering buckwheat (Eriogonum spp.), species from the parsley family (Apiacae) such as yarrow and fennel and the sunflower family (Asteraceae) such as sunflowers, asters, daisies, marigolds, zinnias, etc.
- diversifying landscape plantings—when large areas are planted with a single species of plants, a pest can devastate the entire area.

PHYSICAL CONTROLS – (FOR BUILDING STAFF)

VACUUMING
A heavy-duty vacuum with a special filter fine enough to screen out insect effluvia (one that filters out particles down to 0.3 microns) is a worthwhile investment. Some vacuums have special attachments for pest control. The vacuum can be used not only for cleaning, but also for directly controlling pests. A vacuum can pull cockroaches out of there hiding places; it can capture adult fleas, their eggs and pupae: and a vacuum can be used to collect spiders, boxelder bugs and cluster flies.

TRAPPING
Traps play an important role in non-toxic pest control; however, traps may be disturbed or destroyed by people who discover them. To prevent this, place them in areas out of reach, in closets, locked cupboards, etc.

Today a wide variety of traps is available to the pest manager. Some traps are used mainly for monitoring pest presence. These include cockroach traps and various pheromone (insect hormone) traps, although if the infestation is small, these traps can sometimes be used to control the pest. Other traps include the familiar snap traps for mice and rats, electric fight traps for flies and flypaper. There are also sticky traps for whiteflies and thrips, cone traps for yellow jackets and box traps for skunks, raccoons and opossums.

RECOMMENDED INTEGRATED PEST MANAGEMENT STRATEGIES

INDOOR SITES:

Typical Pest: Mice, rats, cockroaches, ants, flies, wasps, hornets, yellow jackets, spiders, microorganisms, termites, carpenter ants and other wood destroying insects. Although beneficial as predators, wasps, hornets, yellow jackets and spiders can be troublesome.

ENTRYWAYS:
Doorways, overhead doors, windows, holes in exterior walls, openings around pipes, electrical fixtures or ducts.

- Keep doors shut when not in use.
- Place weather stripping on doors.
- Caulk and seal openings in walls.
- Install or repair screens.
- Install air curtains.
- Keep vegetation, shrubs and wood mulch at least 1 foot away from structures.

OFFICES, HALLWAYS AND PUBLIC AREAS

- Allow food and beverages only in designed areas.
- If indoor plants are present, keep them healthy, when small insect infestations appear, remove them manually.
- Keep areas as dry as possible by removing standing water and water-damaged or wet materials.
- In all areas, remove dust and debris.
    - Regularly clean lockers and desks.
    - Frequently vacuum carpeted areas.

FOOD PREPARATION AND SERVING AREAS

- Store food and waste in containers that are inaccessible to pests.
- Containers must have tight lids and be made of plastic, glass or metal. Waste should be removed at the end of each day.

- Place screens on vents, windows and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways.
- create inhospitable living conditions for pests by reducing availability of food and water – remove food debris, sweep up all crumbs, fix dripping faucets and leaks and dry out wet areas.
- Improve cleaning practices, including promptly cleaning food preparation equipment after use and removing grease accumulation from vents, ovens and stoves. Use caulk or paint to seal cracks and crevices.
- Capture rodents by using mechanical or glue traps. (Note: Place traps in areas inaccessible to children. Mechanical traps, including glue boards, used in rodent control must be checked daily. Dispose of killed or trapped rodents within 24 hours.)

ROOMS AND AREAS WITH EXTENSIVE PLUMBING (bathrooms, rooms and sinks, locker rooms, dishwasher rooms, swimming pools and greenhouses.)

- Promptly repair leaks and correct other plumbing problems to deny pest's access to water.
- Routinely clean floor drains, strainers and grates. Seal pipe chases.
- Keep areas dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.
- Store paper products or cardboard boxes away from moist areas and direct contact with the floor or the walls. This practice also allows for ease of inspection.

MAINTENANCE AREAS: (boiler rooms, mechanical rooms, janitorial-housekeeping areas and pipe chases.)

- After use, promptly clean mops and mop buckets; dry mop buckets and hang mops vertically on rack above floor drain.
- Allow eating only in designated eating areas.
- Clean trashcans regularly, use plastic liners in trashcans and secure lids.
- Keep areas clean and as dry as possible, remove debris.

OUTDOOR SITES

Typical Pest; Mice and rats. Turf pests; broad leaf and grassy weeds, insects such as beetle grubs or sod webworms, diseases such as brown patch and vertebrates such as moles. Ornamental plant pest, plant diseases and insects such as thrips, aphids, Japanese beetles and bag worms.

PLAY GROUNDS, PARKING LOTS, ATHLETIC FIELDS, LOADING DOCKS AND REFUSE DUMPSTERS

- Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.
- Secure lids on trash containers
- Repair cracks in pavement and side walks.
- Provide adequate drainage away from the structure and on the grounds.

TURF (lawns, athletic fields and playgrounds)

- Maintain healthy turf by selecting a mixture of turf types (certified seed, sod or plugs) best adapted for the area. Check university or cooperative Extension service for recommendations on turf types, management practices or other information.
- Raise mowing heights for turf to enhance its competition with weeds; adjust cutting height of mower, depending on the grass type; sharpen mower blades and vary mowing patterns to help reduce soil compaction.
- Water turf infrequently but sufficiently during morning hours to let turf dry out before nightfall, let soil dry slightly between watering.
- Provide good drainage and periodically inspect turf for evidence of pests or diseases.
- Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.
- Have soil tested to determine PH and fertilizer requirements.
- Use a dethatcher to remove thatch. Do this in early fall or early spring when the lawns can recover and when over seeding, operations are likely to be more successful.
- Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.
- Seed over existing turf in fall or early spring.
- Obtain more information on turf care.

ORNAMENTAL SHRUBS AND TREES

- Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.
- If using fertilizer, use the correct one at the suitable time, water properly and reduce compaction.
- Prune branches to improve plants and prevent access by pests to structures.
- Use the appropriate pest-resistant variety (check with you local Cooperative Extension Service. Once the pest is identified, recommendation can be made.
- Use pheromone traps as a time saving technique for determining the presence and activity periods or certain pest species. Pheromones are chemicals released by various organisms as means of communication with others of the same species, usually as an aid to mating.
- Select replacement plant material from among the many disease-resistant types being developed by plant breeders throughout the country. Check with local State Cooperative Extension Service or university for information on plant types appropriate for your site.
- Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel or money. Some ornamental plants, trees and turf are so susceptible to plant diseases that efforts to keep them healthy may be futile.

HOW TO SELECT A PESTICIDE FOR AN IMP PROGRAM

When contemplating the use of a pesticide, it is prudent to acquire a Material Safety Data Sheet (MSDS) for the compound. MSDS forms are available from pesticide suppliers and contain some information on potential hazards and safety precautions.

The following criteria should be used when selecting pesticide: safety, species specificity, effectiveness, endurance, speed, repellency and cost.

SAFETY

This means safety for humans (especially children), pest livestock and wildlife, as well as safety for the overall environment. Questions to ask are as follows:

- What is the acute (immediate) and chronic (long-term) toxicity of the pesticide? Acute toxicity is measured by the "LD-50" which is the lethal dose of the pesticide Required to kill 50% of the test animals (measured in milligrams of pesticide per kilogram of body weight of the test animal). The higher the LD-50, value, the more poison it takes to kill the target animals and the less toxic the pesticide. In other words, high LD-50 = low toxicity. Chronic toxicity refers to potential health effects from exposure to low doses of the pesticide for long periods. Chronic effects can be carcinogenic (cancer-causing), mutagenic (causing genetic changes), or teratogenic (causing birth defects).
- How mobile is the pesticide? Is the compound volatile, so that is moves into the air breathed by people in the building? Can it move through the soil into the groundwater? Does it run off in rainwater to contaminate creeks and rivers?
- What is the residual life of the pesticide? How long does the compound remain toxic in the environment?
- What are the environmental hazards listed on the label? What are the potential effects on wildlife, beneficial insects, fish or other animals?

SPECIES SPECIFICITY

The best pesticides are species specific; that is, they affect adjust the group of animals or plants you are trying to suppress. Avoid broad-spectrum materials that kill many different organisms because they can kill beneficial organisms that keep pests in check. When broad-spectrum materials must be used, apply them in as selective a way as possible by spot treating.

SPEED

A quick-acting, short-lived, more acutely toxic material might be necessary in emergencies; a slow acting, longer-lasting less-toxic material might be preferable for a chronic pest problem. An example of the latter is using slower-acting boric acid for cockroach control rather than a quicker-acting but more toxic organophosphate.

COST

This is usually measured as cost per volume of active ingredient used. Some of the newer, less-toxic microbial and botanical insecticides and insect growth regulators may appear to be more expensive than some older, more toxic pesticides. However, the newer materials tend to be effective in far smaller doses than the older materials-one container goes a long way. This factor, together with their lower impact on the environment, often makes these newer materials more cost effective.

The following general recommendations should minimize exposure to people and other non-targeted species when the application of pesticides is being considered.

- Read and follow all label instructions.
- Choose a pesticide that is labeled for the specific site, intended for the pest you are trying to control and as target specific as possible, rather than broad spectrum.
- Use a spot treatment method of application when pesticide treatments are required.
- Treat only the obviously infested plants in the area. This procedure helps conserve predators and parasites needed to reduce future pest populations and increases the time between pest outbreaks.
- Limit the use of sprays, foggers or volatile formations. Instead use bait and crack and crevice application when possible. Look for crack and crevice label instructions on how to apply the pesticide. These treatments maximize the exposure of the pest to the pesticide while minimizing pesticide exposure for the occupants.
- Place all rodenticides either in locations not accessible to children and non-target species or in tamper resistant bait boxes. Outdoors, place the burrow entrance of an active rodent burrow, and then collapse the burrow entrance over the bait to prevent non- target species access. Securely lock or fasten shut the lids of all bait boxes. Place bait in the baffle-protected feeding chamber of the box. Place bait in the baffle-protected feeding chamber of the box. Never place the bait in the runway of the box.
- Apply only when occupants are not present or in areas when they will not be exposed to the material applied. Note any re-entry time limits listed on the label, and be aware that some residues can remain long after application.
- Use proper protective clothing or equipment when applying pesticides.
- Properly ventilate areas after pest application.
- Notify staff and interested parties of upcoming pesticide applications if that is part of the pest management policy. Pay particular attention to those individuals that may be higher risk.
- Keep copies of current pesticide labels, consumer information sheets and Material. Safety Data Sheets (MSDS) easily accessible. (Make a notebook for each applicator.)

PESTICIDE USE GUIDELINES

In addition to becoming informed about the characteristics of the material itself, it is important to develop guidelines to be followed each time a pesticide is used. Prepare a checklist to be used each time an application is made. The following are important items to include on the checklist:

- Make sure the pesticide is registered for use in the state. (Pesticides can be registered in some states and not in others.) What are the laws regarding its use?
- Read the Pesticide Label. Follow its restrictions and directions for use, labeling and storage exactly.
- If required, secure a written recommendation from a licensed pest control adviser for using the pesticide.
- Make sure that all safety equipment and clothing (e.g., neoprene gloves, goggles, respirator, hat and other protective coverings as necessary) is available and worn when the pesticide is used.
- Verify that the person doing the application is certified and/or qualified to handle the equipment and material chosen and has been adequately trained.

- Make sure application equipment is appropriate for the job and properly calibrated.
- Confine use of the material to the area requiring treatment (spot treat).
- Keep records of all applications and copies of MSDS sheets for all pesticides used.
- Monitor the pest population after the application to see if the treatment was effective and record results.
- Be prepared for all emergencies and compile a list of whom to call for help and the kinds of first aid to be administered before help arrives. Place the list in an accessible area near a phone.
- Dispose of pesticides properly. Do not pour pesticides down the drain, into the toilet, into the gutter or into storm drains! If you are unsure about how to dispose of the pesticide, call the manufacturer or your local utility company that handles sewage and storm drains.

NOTIFICATION AND POSTING

Unless it is in emergency, the applications should be performed when only maintenance staffs are present and the building is otherwise unoccupied.

Date, area treated, chemical used, contact phone number and chemical labels will be posted in Main Office of each school.