

Series 2000 - Finance and Facility Management

Section 2300 – Facility Administration

Policy 2302 - Integrated Pest Control Management

In compliance with §61-12J-1 of the West Virginia Code, the Harrison County Board of Education establishes the following Integrated Pest Control Management policy. All buildings operated by the board should exemplify cleanliness and be free of pests. In order to meet this commitment, this policy is designed to provide a responsible environment through pest-free facilities, comfort to building occupants, structural integrity of facilities and efficiency to the process of eliminating pests within buildings, and to collect and disseminate information about pests and pest control in the facilities operated by the Harrison County Board of Education.

2302.1 Definitions

For the purposes of this policy, the following definitions shall apply:

- 2302.1.1 "Crack and crevice treatment" - the application of small amounts of insecticides, using application devices specially designed for this purpose, into openings commonly found at expansion joints, between different elements of construction, and between equipment and floors or walls.
- 2302.1.2 "Broadcast" - the application of pesticides over an area such as a lawn, field, room, crawl space, or other such surface. The term does not include crack and crevice or spot applications made to select plants, insects, soil, or surfaces.
- 2302.1.3 "Least hazardous materials" - the use of pest control materials, practices and methods, including the use of chemicals in a manner to cause the least practical exposure or harm to the occupants of a structure. The "least hazardous materials" takes into account the pest control method, toxicity of the product and the exposure to the occupants to the practice or methods employed to control pests, such as the use of a non-volatile material formulation and/or application method as opposed to a broadcast application that creates the potential for exposure.
- 2302.1.4 "Pesticide" - the use of insecticides and herbicides that are sprayed into or around a building and the adjacent play grounds utilized by a school or day care center.
- 2302.1.5 "School" - a completed structure utilized as a public or private school, grades kindergarten through twelfth grade.

- 2302.1.6 "Space treatment" - the application of a pesticide that is intended to discharge the pesticide into the air throughout an entire room or area.
- 2302.1.7 "Spot treatment" - the application of a pesticide to a limited area where pests are likely to occur, such as portions of floors or walls, the base or underside of equipment, turf or ground and shall not be construed to be a broadcast treatment of baseboard areas. A "spot" shall not be more than 2 square feet and shall not be more than 20 percent of a surface area.
- 2302.1.8 "Re-entry period" - the time that must elapse from the completion of a pesticide application until students or school and day care employees may enter the building to conduct scheduled activities.
- 2302.1.9 "Integrated pest management" - a system of controlling pests in which pests are identified, action thresholds are considered, control options are evaluated and selected controls are implemented.
- 2302.1.10 "Control options" - are biological, chemical, cultural, manual, and mechanical methods used to prevent or remedy unacceptable pest activity or damage. Choice of control options is based on effectiveness, environmental impact, site characteristics, worker/public health and safety, and economics.

2302.2 Education of Building Occupants on Integrated Pest Management Practices

- 2302.2.1 All employees shall receive training on Integrated Pest Management practices which shall include, but not be limited to, the goals and objectives of the program, health and safety matters and the use of pesticides within and around buildings.
- 2302.2.2 All students shall be informed of the intent of the program with particular emphasis on health and safety concerns.
- 2302.2.3 Special training shall be provided for any employee who may be in direct contact with devices used in the catching, counting and/or identification of pests.

2302.3 Integrated Pest Management Plans

- 2302.3.1 Pest management plans shall be written for each building. Each plan shall contain the results of a survey of the facility. The survey shall record the structural maintenance, cultural or sanitation practices needed to implement a successful integrated pest management program. This survey shall be updated as required.
- 2302.3.2 Pest management plans shall contain objectives and pest threshold levels based on the school facility and the occupants of the facility. School Improvement Councils may review and approve the school's integrated pest management plan.
- 2302.3.3 Completed integrated pest management plans shall be filed with the Commissioner for compliance inspection. When any changes are made to the program, the revised integrated pest management plan shall be submitted to the commissioner prior to the initiation of the new plan.

2302.4 Inspection and Monitoring Activities

- 2302.4.1 Each building shall maintain a floor plan which specifies the location and number of each trap.
- 2302.4.2 Two inspections per month will be made of each trap. Results of inspections will be listed on a "Pest Surveillance Data Sheet" and will include the date of inspection, trap number and location, trap condition, the quantity and species of pests trapped, and other evidence of pests or need for pest management, and the name of person(s) performing the service.
- 2302.4.3 Traps will be replaced every two months, or when the adhesive is no longer tacky, or the trap is full.
- 23.2.4.4 All pests will be removed and disposed of after being counted and identified.

2302.5 Control Methods

- 2302.5.1 Once the number and type of pest(s) have been determined, a determination will be made as to the most effective means of treatment

2302.5.2 The hierarchy of pest control methods are as follows:

- 2302.5.2.1 Level 1 - Non-chemical Control Methods - include pest-preventive measures that are incorporated into existing structures. Such preventive measures reduce the need for pesticide applications, and include sanitation, such structural repairs as sealing cracks, and such physical and mechanical controls as screens, traps, and air doors.
- 2302.5.2.2 Level 2 - Least Hazardous Materials - if non-chemical pest management methods alone are ineffective or impractical, it may be necessary to incorporate a pesticide into the integrated pest management program. There are a number of pesticide materials that are determined to be of low impact to occupants because of their organic or biological nature, low toxicity, relative non-volatility, and/or low or non-existent exposure to the occupants due to the manner in which they are applied as baits, gels or dusts into cracks and crevices or wall voids. The least hazardous pesticides are those with a Caution signal word (EPA toxicity categories III and IV) such as botanical pesticides - pyrethrin and the synthetic pyrethroids; the inorganic insecticides - boric acid, disodium octaborate tetrahydrate, silica gel, and diatomaceous earth; insecticidal soaps; insect growth regulators; biological control agents - fungi, bacteria, nematodes; baits in tamper-resistant containers or for crack and crevice placement only. These products have no re-entry interval due to their level of safety.
- 2302.5.2.3 Level 3 - Crack and Crevice and Spot Treatments - Products with an EPA Caution signal word not listed under Level 2 and applied as crack and crevice or spot treatments. Products applied by these methods provide for reduced, minimal use of liquid materials that may present some, but limited volatility of the pesticide applied. The re-entry interval for which students and employees are to remain out of the facility after the conclusion of treatment is four hours or the time period specified on the pesticide label as registered by the United States Environmental Protection Agency, whichever is greater.
- 2302.5.2.4 Level 4 - Broadcast Applications and Space Treatments - Products with a Caution signal word applied by broadcast application or as a space treatment or products with a Warning or Danger signal word applied by any application method. Products applied as fogging agents are usually of low mammalian toxicity and pose little exposure after label re-entry times specified by the United States Environmental Protection Agency. The reentry interval for which students and employees are to remain out of the facility after the conclusion of treatment is eight hours or the period specified on the label of the pesticide product as registered by the United States Environmental Protection Agency, whichever is greater.

2302.5 Prior Notification

- 2302.5.1 Employees: All schools shall notify their employees at least 24 hours in advance of the application of pesticides. Notification to employees shall be by routine announcement or individual notice to each employee of a facility where pesticides are to be applied.
- 2302.5.2 Parents or Legal Guardians: At the beginning of each school year, or at the time a student is enrolled into the school, school administrators shall notify the parents or guardians of their right to be informed of the application of pesticides in levels 3 and 4. This notification shall contain a registration form, whereby the parent or guardian can request to be notified by the school administrator of the application of pesticides. The administrator of the school shall provide notification to the parent or guardian requesting such notification at least 24 hours in advance of the pesticide application.

2302.6 Application of Pesticides

- 2302.6.1 There shall be no application of pesticides made in the presence of students or employees - except those employees who are Certified Pesticide Applicators. The only exception to this policy statement would be for application of a pesticide to a localized area of infestation if the infestation causes imminent threat of bodily harm (bees, wasps, etc.). Pesticide applications are to be made only by Certified Commercial Pesticide Applicators certified under General Pest Control and Urban Pest Management or by registered technicians under the supervision of a certified applicator. All persons applying pesticides, supervising, or providing services as a consultant must complete a specialized training program in Integrated Pest Management that has been approved by the Commissioner, WV Department of Agriculture.

2302.7 Record Keeping

- 2302.7.1 Records of the Integrated Pest Management program are to be kept for two years and shall be made available upon request to the commissioner to verify the maintenance of the Integrated Pest Management Program.

2302.8 Implementation

- 2302.8.1 Each school shall maintain an integrated pest management file containing a copy of the integrated pest management plan, monitoring diagrams, treatment records with locations, labels of pesticide products used, and copies of material safety data sheets. Copies of pesticide labels and materials safety data sheets are to be provided to employees and to parents or guardians of students or children upon request.

Approved by Harrison County Board of Education

Effective Date: May 21, 2002

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