

Pest Management Assessment Tool

The Pest Management Assessment Tool is meant to help consultants, pest control operators, or IPM Coordinators understand the pest management system at a school. This includes the organizational structure, pest management policies, key pests and how they are managed, and conditions conducive to pest problems. The Tool can help the assessor remember what to look for and what questions to ask during an initial pest management assessment.

The Assessment Tool will can also be used to train school personnel in monitoring procedures and can help remind the IPM Coordinator of the elements of an effective IPM program.

This Assessment Tool consists of a number of forms, all of which can and should be altered to fit your particular situation. Computer software exists that can help you create and modify forms. With an electronic scanner, you can scan in forms from other sources and modify them to fit your needs.

Forms:

1. Pest Management Summary Form
2. Pesticide Use, Storage, and Disposal Checklist
3. Pest Inspection/Sanitation Report
4. Pest Proofing/Repairs Needed Inside
5. Pest Proofing/Repairs Needed Outside

Pest Management Summary Form

Date completed _____

	School #1	School #2	School #3
GENERAL SCHOOL INFORMATION			
School Address			
School District			
Last Day of School			
Superintendent Phone Number Address Address email No. of years in position			
Principal Phone number email No. of years in position			
PTA President email			
No. of Real Buildings			
No. of Portables			
POLICY AND PLANNING			
IPM Policy for District?			
Pest management budget?			
Cost accounting for pest management?			
IPM Plans for key pests?			
Annual report on pest management?			
Approved pesticide list? Restricted pesticide list? Other pesticide lists?			
Policy on personal ownership/use of pesticide?			
In compliance with State worker health and safety requirements?			
What is the attitude toward			

<p>trial and error and experimentation in pest management:</p> <p>Attitude of managers?</p> <p>Attitude of administration?</p> <p>Are pest prevention techniques used?</p> <p>Are they encouraged?</p> <p>Are pest management implications considered prior to new construction or building renovation?</p>			
<p>Are pest management implications considered prior to new landscaping or landscaping renovation?</p>			
<p>TRAINING</p>			
<p>Training in pesticide safety, use, and disposal?</p> <p>Training in pest management is required? How much?</p> <p>IPM training included? How much?</p> <p>Who provides training?</p> <p>Continuing education units offered?</p>			
<p>Opportunities for pursuing State licensing (QAC, QAL)?</p>			
<p>MONITORING/RECORD KEEPING</p>			
<p>How often and under what circumstances is the campus inspected for pest problems or conditions conducive to pests?</p> <p>Monitoring program in place for key pests?</p> <p>Monitoring data recorded? How: By hand? Computerized?</p> <p>Where are records kept?</p> <p>How are pest sightings or complaints about pests relayed from teachers and</p>			

admin. staff to pest management staff? Are sightings and complaints recorded?			
Are pest control treatments evaluated for effectiveness? Are pest control strategies modified to reflect the evaluation?			

COMPLIANCE WITH THE HEALTHY SCHOOLS ACT (AB2260)

School designee/IPM Coordinator selected?

(Include name and other information below under "Organizational Structure for pest management.")

Annual pesticide use notification letter sent?

Number of people on registry?

People on registry notified for each pesticide application (including those of contractor)?

Pesticide applications posted?

ORGANIZATIONAL STRUCTURE FOR PEST MANAGEMENT

Pest management activities carried out by district staff or school staff? IPM Coordinator Address Address Phone number Fax number email No. of years in position Licenses held			
School Designee (if different from above) Address Address Phone number Fax number			

email No. of years in position Licenses held District Supervisor for Maintenance (if different from above) Address Address Phone number Fax number email No. of years in position Licenses held			
Other Important District Managers			
Main Groundskeeper Phone number No. of years in position Licenses held			
Total No. of Grounds staff No. holding licenses			
Head Custodian Phone number No. of years in position Licenses held			
Total No. of Custodians No. holding licenses			
Outside Contractors Address Address Contact name Phone number			
Outside contractors provide district/school with periodic reports? What frequency?			
Work orders generated by			
Work orders approved by			
Pesticide use records stored			
FOOD PREPARATION/SANITATION			

Cafeteria/Kitchen? Where do children eat?			
Food Prep on Site?			
Food in classrooms?			
Pets in classrooms?			
Lockers in school?			
Sanitation for lockers?			
Dumpster pickup schedule			
Dumpster clean?			
Lid on dumpster?			
LANDSCAPING			
No. and size of fields			
No. and size of lawns			
Other landscaping of concern			
KEY PESTS			
Insects in and around Structures			
Primary pest Pesticide(s) used Other control methods			
Secondary pest Pesticide(s) used Other control methods			
Other/Comments			
Conditions conducive to insect pests. (list all)			
Vertebrates (other than birds)			
Primary pest Pesticide(s) used Other control methods			
Secondary pest Pesticide(s) used Other control methods			
Other/Comments			

Conditions conducive to vertebrate pests. (list all)			
Bird pests			
Pesticide(s) used			
Other control methods			
Other/Comments			
Conditions conducive to bird pests. (list all)			
Other structural pests			
Pesticide(s) used			
Other control methods			
Turf Pests (other than weeds)			
Primary pest			
Pesticide(s) used			
Other control methods			
Secondary pest			
Pesticide(s) used			
Other control methods			
Other			
Conditions conducive to turf pests. (List all)			
Weed Pests			
Primary weed			
Herbicide(s) used			
Other control methods			
Secondary weed			
Herbicide(s) used			
Other control methods			
Tertiary weed			
Herbicide(s) used			
Other control methods			
Additional weed(s)			
Herbicide(s) used			
Other control methods			
Conditions conducive to			

weeds. (List all)			
Other landscaping pests Pesticide(s) used Other control methods			

Pesticide Use, Storage, and Disposal Checklist

Pesticide Use, Storage, and Disposal Checklist







General








- Pesticides used in school are registered in California.
- Copy of each appropriate label is available at use site.
- Applicators using restricted materials are licensed or certified to apply the material or under the direct supervision of someone who is.
- Records are kept of pesticide use. Records must include the following to comply with the Healthy Schools Act:
 - date and place of application
 - amount used
 - product names
 - active ingredient(s)
 - manufacturer's name
 - U.S. Environmental Protection Agency's product registration number.
 - Pesticide use records kept for 4 years in an area accessible to the public.

Training





- School keeps written records of applicator training.
- Pest management personnel receive training in IPM practices.

Applicators are trained in at least the following:







-  Summary of Hazard Communication Program
-  The location of the completed *Hazard Communication for Employees Handling Pesticides in Noncrop Settings* (Pesticide Safety Information Series N-8 from the Department of Pesticide Regulation or your County Agricultural Commissioner)
-  Chemicals present at the workplace
-  Location of Material Safety Data Sheets
-  Interpreting information on Material Safety Data Sheets and pesticide labels
-  Health hazards associated with the chemicals present at the workplace

-  Procedures to protect against hazards (e.g., personal protective equipment, proper use and handling, safety requirements)
-  Routes pesticides can enter the body and the signs and symptoms of pesticide over-exposure
-  Emergency first aid and how to obtain emergency medical care
-   Environmental concerns such as drift, runoff, and wildlife hazards
-   Applicable regulations







Equipment

-   Equipment in good repair and safe to operate.
-   Equipment for mixing, loading, transferring, or applying pesticides is inspected before each day of use.

Emergency Plans

-   List of emergency phone numbers in vehicles and/or an accessible area near a phone.
-   List of first aid procedures in vehicles and/or at use sites.
-   Name, address, and phone number of facility at which medical care is available is prominently posted in vehicles and/or at use sites.

Storage and Disposal

-   Pesticides with signal words “Danger” or “Warning” stored in locked area that is dry, separate from food and feed, and away from children and pets.
-   Sign reading “Danger: Poison Storage Area. All unauthorized persons keep out.” posted on storage area.
-   Pesticides with signal word “Caution” stored in dry areas away from children, preferably under lock and key.

PEST INSPECTION/SANITATION REPORT

Date _____ School _____

Building#/Location _____

Inspector _____ Inspection Type Initial Quality Control Routine

Evidence of Infestation(s)

Pest	Location	Pest	Location
Ants		Fleas	
Cockroaches		Stored Prod. Pests	
Mice		Pigeons	
Rats		Other	

Sanitation Survey

Food Preparation	Yes	No	Receiving	Yes	No
Equipment clean			Floors clean		
Appliance drip pans clean			Area neat and tidy; no clutter		
Floors clean			Empty boxes stored in cold storage		
Floor drains clean			Empty boxes stored away from kitchen		
Sink drains clean			Public and Staff Areas		
Counters/Tables clean			Restrooms clean		
Food stored pest-proof containers			Plumbing in good repair; no leaks		
Perishables stored in refrigerator			Locker room clean		
Garbage removed daily at end of day			Locker room free of food and food waste		
Spillage cleaned regularly			Employee lounge clean		
Floors and counters dry; no standing water			Food stored properly in lounge		
Plumbing in good repair; no leaks			Food stored properly in classrooms		
Windows/doors screened			Trash removed daily before end of day		
Gaps around/under doors or windows repaired			Janitorial closet clean		
Pest proofing needed			Pest Proofing needed		
Storage Areas			Exterior		
Floors clean			Dumpster/garbage cans cleaned weekly		
Floor drains clean			Dumpster/garbage cans have lids		
Food stored in pest-proof containers			Lids closed on dumpster/garbage cans		
Recyclables cleaned before storing			Garbage area downwind from kitchen		
Spillage cleaned regularly			Dumpster/Garbage area clean		
Items stored 6" to 8" off floor			Garbage removed at least weekly		
Items stored 12" to 18" away from wall			Pet waste removed daily		
Stock rotated			Loading dock clean		

Area neat and tidy; no clutter			Gaps under/around doors repaired		
Pest proofing needed			Area is trash- and weed-free		
Other			Area is dry; no standing water		
			Pest proofing needed		
			Other		

Comments/Recommendations _____

PEST PROOFING/REPAIRS NEEDED INSIDE

Date _____

Inspector _____

School _____

Building#/Location _____

For each repair, specify location and action needed. Draw a floor plan on the reverse side of this form to clarify locations. State priority for each work item.

- q Seal holes in wall around pipes, cables, and wires
- q Seal cracks and crevice with caulk or paint
- q Seal other holes 1/4" or larger
- q Fix leaky plumbing
- q Doors q Repair q Replace q Weather-strip q Add kickplate
- q Other _____
- q Correct excessive moisture problems
- q Remove clutter
- q Bring order to storage rooms/closets
- q Store rodent nesting material (fabric, paper, rug scraps, plastic, insulation) in rodent-proof containers
- q Clean drains

- q Screen drains
- q Cap drains in basement floors
- q Store human and pet food in pest-proof containers
- q Improve sanitation
- q Dispose of insect- or rodent-infested goods
- q Remove fecal matter (rodents, bats, birds)
- q Sanitize animal droppings
- q Investigate secondary pest potential from rodent infestation (e.g. fleas, mites)

PEST PROOFING/REPAIRS NEEDED OUTSIDE

Date _____

Inspector _____

School _____

Building#/Location _____

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For each repair, specify location and action needed. Draw a building plan on the reverse side of this form to clarify locations. State priority for each work item.

- q Cut vegetation back from building walls at least 18"
- q Remove ivy or other vines from sides of buildings or nearby trees
- q Trim back tree branches that touch or rub against building
- q Seal /repair air conditioning units
- q Seal holes in wall around pipes, cables, and wires
- q Seal other holes 1/4" or larger
- q Doors q Repair q Replace q Weather strip q Screen
q Other _____
- q Windows q Repair q Replace q Weather strip q Screen
q Other _____
- q Repair roof
- q Move compost into rodent proof container
- q Fix leaking irrigation
- q Eliminate standing water
- q Improve drainage
- q Screen drains
- q Bring order to storage sheds
- q Store rodent nesting material (fabric, paper, rug scraps, plastic, insulation) in rodent-proof containers
- q Store grass seed and pet food in rodent-proof containers
- q Remove debris, lumber, or rock piles
- q Move firewood piles as far away as possible from structure
- q Cut grass or weeds
- q Remove fallen fruit or nuts
- q Remove fecal matter (pets, rodents, bats, birds)

- q Sanitize animal droppings
- q Investigate secondary pest potential from rodent infestation (e.g. fleas, mites)