

How to use the 'Model School IPM Plan for New Jersey Schools'

The design of the Model School IPM Plan is to give you compliance guidelines plus the tools you need to comply. In the Model Plan, we specify what things you **MUST** do to be in compliance with the New Jersey School IPM Act and its associated regulations. We also provide you with many easy-to-follow recommendations that will make your implementation of IPM simple. Use of the Model Plan itself is voluntary; edit it to suit your needs. We have attached as appendices many ready-to-use forms and/or resources (see #5 below for a list and description of each). You choose your tools, who is involved and how much they are involved.

1. First, fill out **when** the Plan will be in effect.
2. Include all the basic information about your school. **MAKE THE PLAN YOUR OWN!**
3. Determine **who** will help implement IPM at your school. Individuals may already be practicing many of the items listed as part of their existing responsibilities. You may not have all of the individuals listed in this Model Plan in your own School Community. The Plan lets you define how the school community will come together to implement IPM at your school, including how they will be trained in their School IPM responsibilities. If there is a form noted in one of the check off boxes, it is located in the Appendix.
4. Determine **what** IPM practices you will implement at your school in the rest of the Plan. We give you what you must do to be in compliance plus options for you to choose to do so using check off boxes, filling in forms, as well as doing site maps. Work your way through these sections and indicate in the Plan how your school will comply for the next school year. Make sure to clearly outline the communication and decision process to include all members of the school community. The Plan should be reviewed and revised annually to address changing pest management needs.
5. To assist with compliance, we have attached as appendices to the Model School IPM Plan many **ready-to-use forms and/or resources**. All of the forms below are available online at <http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/index.htm> as both Word and Adobe Acrobat files for you to simply fill in the blanks. All of the items asterisked* below are sample notification and posting documents that meet the minimum requirements of the law. These are tools that you may use to be in compliance but their use is voluntary. The other forms are provided as resources to streamline and clearly document the adoption of IPM in your school.
 - **Model School IPM Policy***: Sample School IPM Policy; a policy is required by the Act to be adopted by the school by June 12, 2004.
 - **Pest Problem Report** (to School IPM Coordinator): Checklist of common pests for staff to report pest presence and activity to the School IPM Coordinator or other designee.
 - **Food Services Areas Report** (to School IPM Coordinator): Checklist fill-in-form for kitchen staff to report pest presence and activity in the food service areas to the School IPM Coordinator or other designee. Includes boxes for daily sanitation inspection.
 - **IPM Pest Activity Monitoring and Control Log**: The School IPM Coordinator or other designee can use this to compile all pest reports (for example, the 2 forms above, monitoring and results, and sightings) in the left hand section of the form. Once the problem is defined and a choice of least toxic pest control is determined and carried out, it is logged in the right hand section of the form next to the original pest recording.

- **Sample Indoor Pest Thresholds:** This is a sample threshold list for indoor pests that should be revised to your school's thresholds for these common pests. Add additional pests if needed.
- **IPM Priorities Checklist:** This list is designed for the School IPM Coordinator or other designee to compile the specific pest management actions needed to be completed in key areas of the school at a given point in time. The checklist fill-in-form is designed to identify where the problem(s) are located as well as identifying who will be the responsible party to carry out the task checked off. This checklist can also be used as a training tool for the School Community as it lists many pest prevention tactics that they may help carry out.
- **Pesticide Application Log:** The School IPM Coordinator or designee would use this Log to regularly compile all pesticides used at the school. This is a good record to keep on hand for public inquiries and to complete the 'Annual Notification' list of pesticides used at the school.
- **Annual School IPM Program Notification Letter to Parents & Staff*:** The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue an annual IPM Program notice to the parents or guardians of all enrolled students and all staff. This form is essentially a cover letter that outlines what you have enclosed in the notice. See the Model Plan and the sample form for details.
- **Pre-Notification of the Use of Pesticides*** (72 hour pre-notification): The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue a notice of all non low impact pesticide use to the parents or guardians of all enrolled students and all staff. See the Model Plan and the sample form for details.
- **Emergency Pesticide Use Notification*:** The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue a notice of all emergency use of non low impact pesticides to the parents or guardians of all enrolled students and all staff. See the Model Plan and sample form for details.
- **School Integrated Pest Management Act Compliance Certification Form*:** When requested by an applicator, the School Administration, or their designee such as the School IPM Coordinator, must provide certification that they have issued all Act-required notifications and postings of non low impact pesticide applications. See the Model Plan and sample form for details.
- **Posting Sign** (for indoors & outdoors) 'Notice of Pesticide Application'*: Template sign for posting of non low impact pesticide applications. See the Model Plan and sample template for details of when, where, and how to post.
- **'Summary of the Key Requirements of the School IPM Act' Fact Sheet:** This is a Rutgers Cooperative Extension fact sheet that summarizes the key requirements of the Act for use in education of the school community and for inquires from the public.
- **The New Jersey School IPM Act:** This is a verbatim copy of the public law in case you need further clarification of what is required of the school.

6. For New Jersey School IPM questions and resources:

- Contact the New Jersey Department of Environmental Protection at 609-984-5014 or go to our website at <http://www.state.nj.us/dep/enforcement/pcp/index.html>.
- Contact the Rutgers Cooperative Extension Pest Management Office at 732-932-9801 or go to our School IPM website at <http://www.pestmanagement.rutgers.edu/IPMSchoolIPM/NJAct/nj.htm>.