

PEST CONTROL REGULATIONS GUIDELINES

1. In an attempt to assure proper control of any pesticides or other harmful chemicals that might be used on corporation premises, these procedures are established. “Pesticide” is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide.
2. The intent of this regulation is to prevent unnecessary exposure of staff members, students or the public to potentially harmful substances.
3. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. Employees who apply pesticides under the supervision of a certified applicator are required to complete a “Site Assessment Fact Sheet” for each pesticide application. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include:
 - a. A review of the corporation’s pest control policy;
 - b. A review of the label instructions for the pesticides to be used;
 - c. Methods to determine when an application of a pesticide is necessary;
 - d. How to minimize potential pesticide exposure to students, teachers and staff;
 - e. What activities are prohibited; and
 - f. Written documentation of the training.
4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
5. At the beginning of each school year, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board’s policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive information to be received no later than two [school] days prior to the application.
7. The aforementioned notice shall include the
 - a. name of the active ingredient of the pesticide to be applied if part of a routine scheduled service,
 - b. location of the application,

- c. date of application,
 - d. approximate time and length of the application and
 - e. name and telephone number of the school administrator or his/her designee who may be contacted for further information. If the application is a part of a routine service, the notice will also include a description of the pests encountered and the application method used during the previous service.
8. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
9. Any pesticide application is prohibited when in the presence of children, while they are in the room or on school grounds in or near the area to be treated.
10. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
11. In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such applications.
12. A copy of the records of each pesticide application at a school shall be maintained for 2 years on a Material Safety Data Sheet. The records will contain the following information:
 - a. Date and time of the inspection and pesticide application;
 - b. Pests found during inspection;
 - c. Brand name and active ingredient of pesticide(s);
 - d. EPA registration number of pesticide(s);
 - e. Areas treated;
 - f. Name of applicator; and
 - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.
13. The school principal upon request will make available the pesticide application information listed above for at least 2 years from the date of application.
14. Potentially harmful substances such as insecticides, fungicides, herbicides, rodenticides or other pesticides shall be chosen for the low levels of toxicity. The least toxic formulations and safest methods of application will be selected when there is a choice of products with comparable effectiveness. Whenever practical, non-chemical controls shall be used.
15. Storage of harmful products will be kept to a minimum. Only enough of the product for a given application shall be purchased. All storage instructions will be followed explicitly. All such products and the application equipment will be stored away from other activities and especially separated from food products or occupied rooms. All storage facilities will be maintained as a locked area and clearly marked as containing pesticides.
16. All pesticide products will have complete label instructions, will remain in the original container and a Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.

17. All applications of harmful products will be made in strict compliance with label instructions.
18. School corporation employees responsible for handling and applying pesticides shall have specific pesticide training.
19. Training for school employees to become certified pest control applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.
20. The Assistant Superintendent for Business and Classified Staff or his/her designee shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to, giving oral and written notification, supervising the sending of notifications as required by school policy and regulations and maintaining records of pesticide applications.
21. Signage will be posted by HCCSC staff in the area(s) where chemicals are sprayed for a reasonable period of time.