

**Smithtown CSD**  
**Integrated Pest Management (IPM)**  
**Plan**

**(Revised 3/20/2019)**  
**Director of Facilities: Dan Leddy**

**Commissioner's Regulation 155.4(d)(2) requires schools in New York State to develop a comprehensive maintenance plan which includes a least toxic approach to Integrated Pest Management (IPM). This written plan for Integrated Pest Management (IPM) defines the aims and procedures of the Smithtown Central School District in regard to appropriate long-term pest suppression.**

### **School Pest Management Policy Statement**

It is the policy of the Smithtown Central School District to implement Integrated Pest Management (IPM) procedures to appropriately manage structural and landscape pests and to eliminate unnecessary exposure of children, faculty, staff and visitors to pesticides.

A pesticide contractor hired by the district will follow established IPM procedures and be required to agree to furnish all labor, materials and equipment to implement the surveillance, trapping, and pesticide application aspects of the IPM program, and make detailed, site specific recommendations for structural and procedural modifications to achieve appropriate pest suppression.

The district's IPM program will comply with all applicable laws and regulations pertaining to pest management, and pesticide notification

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### **General IPM Program Requirements**

As a qualified and experienced pest control operator, the contractor must be an expert in the IPM concept now recognized as the most effective and current approach to professional pest control.

- A. **Initial Inspection** - A thorough, initial inspection will be conducted by the contractor and the district's representative. The purpose of this initial inspection is for the contractor to evaluate the pest control needs of the district and to discuss these needs with the district. The following points will be addressed:
1. Identification of problem areas in and around the building
  2. Identification of structural features and personnel practices that are contributing to pest infestations
  3. Discussion of the effectiveness of previous control efforts
  4. Facilitation of contractor accesses to all necessary areas. Access to building space will be coordinated with the district's representative.
  5. Informing the contractor of any restrictions or special safety precautions
- B. **Submission of the Plan** – Following the initial inspection, the contractor will develop a detailed Pest Management Plan and service schedule for each building. This written plan and schedule will be submitted to the district for approval prior to initiation. The plan and schedule will address any structural or operational changes, which might facilitate the pest management effort. In addition, the plan must identify the proposed primary pesticides and alternatives by the EPA

accepted generic name; the building, and rationale for each type of use. Proposed trapping devices, if any, must also be included. The plan must describe in detail, the contractor's means for monitoring pest populations in and around the buildings.

Frequency of inspections and treatment by the contractor will depend on the specific pest control needs of the premises. At minimum, inspections will be done monthly. Food service areas will be monitored bi-weekly.

Any subsequent changes in the plan and schedule and or additions to the approved pesticide list must receive the concurrence of the district.

C. **Monitoring and Inspection** - A critical aspect of the pest management plan will be the establishment of a monitoring and inspection program to identify infested zones and allow an objective assessment of pest population levels. Monitoring and inspection will be continued throughout the duration of the contractor's work with the district. Where appropriate, glue traps will be employed to monitor cockroach populations in selected areas.

D. **Structural Modifications** – Unless otherwise stated in the project definition, structural modifications for pest suppression will not be the responsibility of the contractor. The contractor will make recommendations to the district of what structural modifications can reasonably be accomplished.

E. **Pesticide Treatment** – The contractor will not apply any pesticide, which has not been specifically approved by the district. As a general rule, application of pesticides in any area inside or outside the premises will not occur unless inspections and monitoring indicates the presence of pests within that specific area. An actual specimen of an insect pest, or active signs of same, must be seen before pesticides are applied. The contractor will obtain authorization from the district prior to any pesticide application. The contractor will not apply any pesticide that is not specified for use in a public schools in New York State.

F. **Record Keeping** – The contractor will be responsible for maintaining a complete and accurate pest management log. Each building that is serviced under this contract will have its own logbook, which will be kept by each Chief/Head custodian and maintained on each visit by the contractor. The logbook is the property of the district and is not to be removed from the premises by the contractor.

**The logbook will contain the following items:**

1. A copy of the Pest Management Plan and service schedule for the building
2. A copy of the current label and EPA registration number for each pesticide and Safety Data Sheet. Pesticide labels must include in-depth safety and use documentation.

3. Pest surveillance data sheets which record, in a systematic fashion, the number of pests or other indicators of pest population levels revealed by the contractor's monitoring program for the building.
4. The location of all traps, and bait stations in and around the premises. (Map format is preferred)
5. The district's work order or other requests for service form. These forms will be supplied to the contractor by the district and will be used to advise the contractor of routine service requests and to document the performance of all work. Upon completion of a service visit on the building, the contractor's representative performing service will complete, sign and date the log, and return it to the Head/Chief custodian.

**G. Special Requests and Emergency Services** – Regular service by the contractor will consist of performing all components of an IPM program other than structural modifications, as described in the contractor's detailed plan and schedule for each building during the period of this contract. The district will place occasional requests for corrective action, special services beyond routine requests or emergency service, with the contractor's on-site supervisor. The contractor will respond to requests for emergency service requests within one working day after receipt of request. In the event that such services cannot be completed in the above time frame, the contractor will immediately notify the district and indicate an anticipated completion date.

**H. Chemical Controls** – As Smithtown CSD follows IPM protocols, chemical controls are primarily a last resort and only used after approval of the district on a case by case basis. When chemical controls are used, the following conditions will be applicable:

1. Samples – The district will receive from the contractor or its technicians, samples of chemicals and materials for review and potential laboratory analysis.
2. Ineffective Chemicals – In cases where it has been determined that a particular chemical in use at a facility is not effective, the contractor will replace the ineffective chemical with more effective ones after obtaining authorization from the district on a case by case basis.
3. All chemical controls will be applied after 4:00pm weekdays, and the contractor will cooperate with the district to properly ventilate, where necessary, before students and staff occupy the building. Laws and regulations requiring that the building remain unoccupied for 72 continuous hours following certain pesticide applications will be strictly adhered to.
4. The contractor will cooperate with the district to place proper public notices or otherwise inform building occupants when chemical controls will be applied.

### **Specific IPM Program Requirements**

**A. Manner and Time to Provide Services** – It will be the contractor's responsibility to carry out work according the detailed Pest Management Plan and schedule for each building. The contractor's on-site supervisor will be responsible for coordination with the district at the beginning of each visit. The purpose of this

coordination is to review the plan and schedule and to receive information on problem areas needing corrective action.

Services, which do not adversely affect occupant health or disrupt the education process may be performed during the regular hours of operation in the various buildings with prior approval of the district. When it is necessary to perform work on a weekend outside of the regularly scheduled hours set in the contractor's plan and schedule, the contractor will notify the district at least two days in advance, and all arrangements will be coordinated between the district and the on-site supervisor. All applications of toxicant, when necessary, is to be done at night or on weekends to allow for ventilation before students and staff re-enter the building. The contractor will allow the district sufficient time to inform students of applications and assure the security of the areas treated.

The contractor will observe all safety precautions throughout the performance of their services to the district. Certain areas within some of the buildings may require special instructions for persons entering the building. The district will explain any restrictions associated with these special areas to the contractor. These restrictions will be adhered to and incorporated into the contractors detailed plan and schedule for each building.

- B. **Pesticide Products and Use** – The contractor will be responsible for the safe use of all pesticides. All pesticides used by the contractor must be registered with the EPA and appropriate state or local jurisdiction. Transport, handling, and use of all pesticides will be in strict accordance with the manufacturer's label instructions and all applicable laws and regulations. The environment and public health will be appropriately protected at all times.

The contractor will minimize the use of synthetic organic pesticides wherever possible as noted below:

1. The use of crack and crevice applications of pesticides to harborage areas rather than fan spraying exposed surfaces in the general vicinity of harborage areas.
2. The use of containerized bait for cockroaches rather than sprays wherever applicable.
3. Pesticide fogs or space sprays will be restricted to unique situations for which no alternative measures are practical.
4. Prior to performing a space spray treatment, the contractor will submit a written request for approval to the district at least two days prior to the proposed treatment time. The request must identify the specific pest, time and specific place of treatment, pesticide to be used, method of application, precautions to be taken to insure containment of the spray to the site of application. No space application of pesticide will be made while the building is occupied. No product identifiable as a fumigant will be used in any district space for any purpose.

- C. **Rodent Control** – Snap traps and trapping devices (including glue boards) used

in rodent control must be checked daily by school custodians. The contractor will dispose of rodents killed or trapped within 24 hours. Trapping will not be performed during periods when maintenance will be delayed by holidays, weekends, etc. Traps will be placed out of general view and located so as not to be affected by routine cleaning procedures.

All rodenticides regardless of packaging will be placed either in locations not accessible to children, pets, wildlife, and domestic animals, in EPA approved tamper-resistant bait boxes.

Frequently, bait box servicing will depend on the level of rodent infestation. All boxes will be labeled at the time of installation and each servicing. All bait boxes will be placed and maintained in accordance with EPA regulations with an emphasis on the safety of non-target organisms. The following points will be strictly adhered to:

1. All lids of all bait boxes must be securely locked or fastened shut.
2. Bait must always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.
3. All bait stations must be securely attached or anchored to the floor, ground, wall etc. so that the box cannot be picked up or removed.
4. Liquid and solid poison baits will be placed in distinctively marked bait stations or sturdy plastic, metal or wood construction, not paper or cardboard stations, and placed in areas normally inaccessible to users of the facilities, particularly children and pets. Covered bait stations will be used in dietary, food processing, storage and handling areas. Parafinized and weatherproof baits will be used in wet areas.
5. All bait stations and traps will have such tags or labels affixed so as to enable the pest control technician to enter his signature and date of each service. All bait stations and trap locations will be marked by placement of a distinctively colored removable self-adhesive sticker placed on the nearest wall or column to make quick identification of each location.

The contractor will make a floor plan of each area where bait stations and traps are located, number each station and trap, and number where they are located in the diagram. These floor plans or diagrams will be kept with other records required to be kept on the facilities herein. A rodent control service record form will be completed, indicating the service of each bait station and trap and turned in at the completion of each service visit. Similar records should be kept for any traps (e.g., glue boards) and for any treatments (chemical or non-chemical).

- D. **Inspection** – Throughout the duration of the contractor's work in Smithtown, premises covered will be inspected periodically by the district to determine the effectiveness of the program and the contractor's compliance with the IPM program. Inspection results will be documented in writing. The contractor will promptly initiate actions to correct all deficiencies found.

It will be the contractor's responsibility to furnish an adequate supply of materials necessary for the district to inspect the interior of all rodent bait stations. These materials

may include Allen wrenches to loosen and re-tighten fasteners, keys to open locks, or replacement self-locking plastic ties.

The following buildings are included in the IPM Program:

1. Smithtown High School Easy
2. Smithtown High School West
3. Nesaquake Middle School
4. Great Hollow Middle School
5. Accomsett Middle School
6. Accomsett Elementary School
7. Branch Brook Elementary School
8. Dogwood Elementary School
9. Mills Pond Elementary School
10. Mt. Pleasant Elementary School
11. Nesconset Elementary School
12. Smithtown Elementary School
13. St. James Elementary School
14. Tackan Elementary School
15. Barton Building, Administration
16. Facilities and Transportation Building
17. Commissary / Warehouse

### **IPM Specifications for the Pesticide Contractor**

The IPM specified in this program is intended to suppress populations including but not limited to ants, silverfish, rats, mice, cockroaches, fleas, flies, lice, bedbugs, crickets, beetles, ticks, and any other anthropoid pests not specifically excluded from the contract. Populations of these pests, which are located outside the building listed herein, but within the property boundaries of the building are included.

The contractor must submit a general plan of how the company will perform services on common pest problems. This general plan should include mice cockroaches, ants, fleas, and paper mites.

The contractor will not be required to provide for control of domestic animals. All pesticides used in the district will be the type that is harmless to cats and dogs that may stray into applied areas. Kills that result from pesticides must not be rendered poisonous to domestic pets. All rodent kills will be removed on a regular basis by the contractor and disposed of in a proper sanitary manner. The contractor will provide a plan and example of procedures for the removal of live animals.

The contractor will also provide a detailed plan for the possible treatment of termites. This plan must include an explanation of quality control procedures, specifications for treatment of slab-structured buildings, inspection procedures, chemicals to be used and treatment procedures.

Regular visits by the contractor will be scheduled on a bi-weekly or monthly basis in some circumstances, and submitted for approval. School district schedules may not be interrupted and all work under this contract requiring access to the school property during off school hours and during holidays is handled on an as-needed basis. All instructions and recommendations are to be in writing, submitted to and approved by the Director of Facilities prior to issuance to school personnel.

Any damage to building structure, furnishings or any property belonging to the district as a result of application of chemicals for control of pests will be the responsibility of the contractor to repair or replace. Personal liability resulting from the application of pesticides will be the sole responsibility of the contractor of record. Insurance indemnifying the school district and naming Smithtown CSD as additional insured is required.

The contractor will submit a copy of their New York State and DEC business registration and Commercial Applicators License.

The contractor will submit a certificate of Non-Disbarment, which must be notarized.

### **IPM Administrative and Reporting Requirements**

A. **Contract Meetings** – The contractor is responsible for the completion of a variety of administrative and reporting requirements.

Prior to the start of any work, the contractor will be available for an initial job meeting with the director of facilities.

B. **Reporting Requirements**

1. Unless otherwise directed, the contractor will provide a monthly report, which will be attached to the invoice. This report will detail all work completed that month.
2. The above monthly report will include:
  - a. Schedule of when work was done, date, time, etc,
  - b. Specific information of what work was done, indicating the number of workers utilized and hours worked.
3. Prior to reporting to the district the contractor will report to the custodian on duty at the time to sign in and, upon completion, return to sign out. A work sheet describing what was done, where, when and how, will be placed inside the Pest Management Log Book.

### **Contractor's Personnel**

A. Qualifications and Experience – Pest control technicians assigned to these facilities by the contractor must possess the following minimum qualifications and experience:

Good Knowledge of problem pests and methods of reducing or eliminating food and harborage of same, and the proper and safe use of least toxic pesticides.



Possess New York State Certification minimum in categories 7a, 7c, 7f, 8, nuisance wildlife, and other such certifications as may apply to the work.

At least two years of recent full-time paid experience in professional pest control with experience in facilities similar to those outlined herein.

The contractor will provide, under this contract, only pest management personnel with adequate experience in the conduct of IPM programs. All on-site personnel must understand current practices in this field and be able to make judgments regarding IPM techniques.

Any substitutions, additions, or replacement of personnel from those cited in the contractor's original proposal must be submitted to the Director of Facilities for approval prior to their starting work on this contract.

The contractor will meet the following specific staff requirements. (The contractor will have either an entomologist or a sanitarian or both.)

Entomologist – The contractor will have access to an entomologist who will have primary responsibility for the activities of the contractor and who will be available for routine and emergency consultation.

Sanitarian – The contractor will have access to a sanitarian who will have primary responsibility for the activities of the contractor and who will be available for routine and emergency consultation.

On-Site Supervisor – A supervisor and alternate will be identified in the proposal. The supervisor will have the contractor's authority to act on matters pertaining to the performance or services required under the contract. This individual will insure safety and carry out coordination and continuity of the program routine. The supervisor and alternate will both have a working knowledge of the contract and the detailed Pest Management Plan and schedule for each building. The supervisor and alternate will both meet the qualifications identified below under "Pest Management Technicians".

Pest Management Technician – The contractor will provide the names of all pest management personnel assigned this contract, and pertinent information regarding their qualifications, experience, and training. Throughout the life of this contract, all personnel providing on-site pest management services must be certified in appropriate jurisdictions as commercial pesticide applicators in the category of industrial, institutional, structural, and health-related pest control. No uncertified personnel will be permitted to work under this contract.

Conduct – The contractor and pest control personnel will maintain the highest standards of conduct and integrity while on district premises.

Appearance – Pest control technicians will wear distinct uniforms with the company's name displayed and present a clean and professional appearance.

Identification - The contractor's personnel will wear proper company identification when servicing the facilities as well as identification required by the district.

Personnel Equipment – The contractor will supply and ensure that each service technician assigned to these facilities maintains the necessary and required equipment for the safe use and application of pesticides.

Replacements – The contractor will be responsible for the orientation of replacement personnel who are not familiar with the facilities to be serviced.

# **Appendix One**

## **Child Safe Playing Fields Act**

**(Revised 10/29/2018)**

**(NY State guidance document/interpretation.)**