

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 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. You can also find these forms online at www.cdpr.ca.gov/schoolipm.

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 Tool

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 trial and error and experimentation in pest management:

Attitude of managers? _____

Attitude of administration? _____

Are pest prevention techniques used? _____

Are they encouraged? _____

Are pest management implications considered prior to new construction or building renovation? _____

Are pest management implications considered prior to new landscaping or landscaping renovation? _____

TRAINING

Training in pesticide safety, use, and disposal? _____

Training in pest management is required? _____

How much? _____

IPM training included? _____

How much? _____

Who provides training? _____

Continuing education units offered? _____

Opportunities for pursuing State licensing (QAC, QAL)? _____

MONITORING/RECORDKEEPING

How often and under what circumstances is the campus inspected for pest problems or conditions conducive to pests? _____

Monitoring program in place for key pests? _____

Monitoring data recorded? _____

How: By hand? ____ Computerized? ____

Where are records kept? _____

How are pest sightings or complaints about pests relayed from teachers and 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 _____

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 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.

Applicators are trained in at least the following:

- Meaning of precautionary statements on the pesticide label
- 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
- Safety requirements and procedures
- Environmental concerns such as drift, runoff, and wildlife hazards
- Applicable regulations and the Material Safety Data Sheet
- 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 **Appendix P** or your County Agricultural Commissioner).

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
 - Comments/Recommendations _____
-
-

Pest Proofing/Repairs Needed Inside

Date _____ Inspector _____

Facilities Manager _____

Building#/Location/Address _____

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.

- Seal holes in wall around pipes, cables, and wires
- Seal cracks and crevice with caulk or paint
- Seal other holes 1/4" or larger
- Fix leaky plumbing

Doors Repair Replace Weather-strip Add kickplate

Other _____

- Correct excessive moisture problems
- Remove clutter
- Organize storage rooms/closets
- Store rodent nesting material (fabric, paper, rug scraps, plastic, insulation) in rodent-proof containers
- Clean drains
- Screen drains
- Cap drains in basement floors
- Store human and pet food in pest-proof containers
- Improve sanitation
- Dispose of insect- or rodent-infested goods
- Remove fecal matter (rodents, bats, birds)
- Sanitize animal droppings
- Investigate secondary pest potential from rodent infestation (e.g. fleas, mites)

Floor Plan

Building location _____

Draw a floor plan and mark locations for repairs or pest-proofing.



Pest Proofing/Repairs Needed Outside

Date _____ Inspector _____

Building#/Location/Address _____

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.

- Cut vegetation back from building walls at least 18 inches
- Remove ivy or other vines from sides of buildings or nearby trees
- Trim back tree branches that touch or rub against building
- Seal /repair air conditioning units
- Seal holes in wall around pipes, cables, and wires
- Seal other holes 1/4 inch or larger

Doors Repair Replace Weatherstrip Screen

Other _____

Windows Repair Replace Weatherstrip Screen

Other _____

- Repair roof
- Move compost into rodent proof container
- Fix leaking irrigation
- Eliminate standing water
- Improve drainage
- Screen drains
- Bring order to storage sheds/garages
- Store rodent nesting material (fabric, paper, rug scraps, plastic, insulation) in rodent-proof containers
- Store grass seed and pet food in rodent-proof containers
- Remove debris, lumber or rock piles
- Move firewood piles as far away as possible from structure
- Cut grass or weeds
- Remove fallen fruit or nuts
- Remove fecal matter (rodents, bats, birds)
- Sanitize animal droppings
- Investigate secondary pest potential from rodent infestation (e.g. fleas, mites)

Floor Plan

Building location _____

Draw a floor plan and mark locations for repairs or pest-proofing.

