

INTEGRATED PEST MANAGEMENT (IPM)

Mission Statement:

To further ensure a healthy and safe learning and work environment at all Boston Public School (BPS) Buildings for all employees, students, parents and visitors, BPS will be implementing a system wide IPM program. This program will exceed the requirements of all applicable federal, state and city of Boston regulations, including but not limited to, the Massachusetts General Laws Chapter 85 of the Acts of 2000, an Act Protecting Children and Families from Harmful Pesticides.

IPM is holistic approach to control pest activity and to reduce pesticide usage in the building and surrounding landscape. Structural pests, like rodents and cockroaches are ubiquitous and may exacerbate asthma and allergies while improper and excessive pesticide use may have adverse health effects.

Implementation Plan:

State laws and regulations require all school buildings and licensed daycares to register an indoor and outdoor IPM plan with the Massachusetts Department of Agricultural Resources (MDAR). The law requires the IPM plans to be updated and registered annually.

One of the key components of an effective IPM plan is the selection of an IPM Coordinator. The IPM Coordinator must be someone with administrative authority to adequately enforce and implement each program component. The IPM Coordinator should be the Principal, Assistant Principal, Headmaster for larger school building, or Lead Teacher for smaller school buildings. Only in limited situations, such as single administrator schools, can the Custodian be designated the IPM coordinator, but ideally it will be an administrator.

An IPM Log Book must be located in the main office with a copy in the custodian's office. In multi school buildings a copy should be in each main administrative office.

The Log Book must contain the following sections:

- A copy of the MDAR approved indoor and outdoor IPM Plan
- Complaint/sighting forms
- Pest control contractor inspection and treatment reports
- Treatment product health and safety information (similar to a material safety data sheet)
- Pest Control Contractor (PCC) Information (name and address of company, contact person, telephone number, etc.)
- Emergency waiver forms
- A copy of the building floor plans

A quality IPM Program must effectively control the following conditions:

- Rodent entry points and access
- Harborage and clutter
- Food source and sanitation
- Moisture

In addition to treated areas, the pest control contractor's inspection report needs to contain specific comments on the four aforementioned conditions.

Administrative Controls:

Since structural pests including but not limited to mice, rats, pigeons, bees, cockroaches, termites, and ants, produce allergens which may exacerbate asthma and existing respiratory ailments, may become ubiquitous especially in urban environments, the school needs to establish administrative controls as part of their Whole School Improvement Plan (WSIP). This will further ensure an effective IPM Plan and create a timetable for improvements.

First, the IMP Coordinator must review the IPM Log Book periodically (minimally immediately following each inspection). The Coordinator shall designate an administrative person to log in any complaints or comments. The administrative persons shall bring all complaints and comments to the Coordinators attention. The Coordinator shall ensure that complaints and comments are addressed and noted deficiencies from the pest contractor are corrected. The Coordinator shall create a purchase order request and insert the P.O.# adjacent to the complaint, addressing to Andy Puleo as the "buyer" for treatment or necessary repairs, noted by the exterminator to seal open voids, etc..

Eating and food storage must be restricted to the following designated areas: cafeterias, lunchrooms, staff lounges, teacher's rooms, and food services storage rooms. Schools with no cafeteria need to take great diligence in cleaning up. Restricting the eating areas, limits the number of areas requiring clean up which reduces the spread of pest infestation to additional rooms.

Refrigerators, freezers, microwave ovens, toasters, hot plates, coffee makers or food cooking and storage equipment shall be restricted to designated areas. Particular equipment such as refrigerators, create a warm harborage and potential food source for rodents and cockroaches. Designated areas include: cafeteria and food prep/storage areas; teacher's rooms; nurse's office or health centers (for medication only); middle school and high school laboratories (as required by curriculum with headmaster's approval – no food is to be stored with specimens).

Clutter is a major issue that needs to be addressed for an effective IPM Program. Clutter creates harborage for pests and limits full treatment. Clutter is defined as storage which:

1. Impedes egresses
2. Limits safe movement throughout the area
3. Blocks and limits access to essential mechanical, utility, and emergency equipment
4. Becomes stagnant – boxes or materials left on the floor that show signs of deterioration, water damage or pest activity

All unnecessary, unwanted or contaminated materials must be removed and salvaged materials should be stored off the floor and away from walls. This will eliminate warm harborage and allow for a more complete IPM inspection and treatment.

If there are any questions regarding IPM please contact Andy Puleo from Facilities Management at 617-635-9127 or the Environmental Office at 617-635-8300.

IPM Protocol for Pest Control Contractors (PCC)

Mission Statement:

To guarantee a minimum quality standard of treatment and inspection for pest control contractors BPS has established an IPM protocol for PCC. These Protocols are based on the principles of a performance based IPM contact. This protocol is an integral component of our IPM Program.

Implementation Plan:

1. All PCCs working in BPS facilities, Building service supervisors and food service supervisors will be trained in the protocol prior to July 1, 2006.
2. These new protocol procedures will be effective by March 1, 2007.
3. Prior to the start of any service call report to the main administrative office and review the IPM Log Book for recent entries and initial each item treated.
4. The IPM Coordinator and the senior or acting senior custodian will be notified by the PCC of areas which may be contributing to a pest infestation.
5. The PCC will conduct a minimum quarterly inspection of all school buildings. The minimum inspection will include a physical inspection and assessment of the following areas notifying any structural or IPM related deficiencies in writing, to the IPM Coordinator.
 - A. Food prep and storage areas
 - B. Dumpster and waste storage areas
 - C. Loading and receiving areas
 - D. Building grounds
 - E. Teacher's lounge
 - F. Crawl space
 - G. Boiler room area, mechanical rooms and moveable storage areas
 - H. Storage rooms, sinks, and custodial store rooms
 - I. Noted rooms with recent complaints (recent meaning area/rooms marked with a complaint after the last service call)
 - J. Other suspected areas
 - K. An inspection will be done with a request for service if an inspection has not been done within the last four months
6. Each inspection and service call will include the following:
 - A. Review, initial and date log book
 - B. Indicate and date all treatment and activity areas on floor plan provided in the IPM Log Book
 - C. Date and replace outdated pest control devices
 - D. Provide a written copy of report to custodian and main office (marked attention, name of IPM Coordinator)
 - E. Identify all deficiencies with specific dates (room number, problem, etc.) in inspection report
7. Seal all potential rodent access holes or voids (< 3 in. diameter) including voids around pipes and duct penetrations or any other penetrations in general. The PCC shall only use approved Class 1 fire retardant sealants. The PCC shall not use caulking compound! The PCC shall provide product specifications for sealants prior to any use in BPS facilities.
8. Copies of unmarked floor plan shall be provided each academic school year. The PCC will mark the floor plan identifying any treatment, monitoring, or repaired areas and file in the IPM Log Book.
9. Vacuum any rodent droppings.
10. Copies of report shall be provided to the senior custodian and to the main office (marked attention: IPM Coordinators name (as indicated in log book))

11. IPM Coordinator shall print name and sign report to verify that services were performed.
12. The PCC will communicate to the custodian and the IPM Coordinator in writing and verbally any deficiencies or open voids that are beyond the PCC's scope of repair. The school under the IPM Coordinator shall submit a work order to Facilities Management, requesting to have the noted deficiencies corrected.

Bed Bug Protocol for Boston Public Schools

Introduction

Bed bugs are becoming a more common pest problem that could significantly impact the general quality of life, but are not known to transmit any diseases. Bed bugs are small (less than ¼ inch in diameter), brownish flattened insects that are known to bite people when they are asleep. The bits often may not be felt, but can cause itchiness and swelling. Unlike some other insects (i.e. head lice), bed bugs do not live on people but may hitch-hike on one's personal items (backpacks, clothing, books, etc.) to get into a school building. Bed bug infestations are uncommon in schools but since they may get in by other means, schools need to be proactive. Boston Public Schools, City of Boston Inspectional Services Department (ISD) and the Boston Public Health Commission (BPHC) have developed a Bed Bug Protocol as part of the Boston Public Schools (BPS) integrated Pest Management (IPM) Policy.

School's Response Actions

1. Like any pest related complaint, the school's IPM Coordinator must be notified. The IPM Coordinator is usually an administrative person designated by the principal or headmaster who's in charge of IPM activities in your school building.
2. Write the complaint in your school's IPM Logbook along with the Purchase Order number which is kept in your main office. Please provide details in your complaint without divulging anyone's name or personal information. A complaint should be logged in the book for suspect bugs that look like a bed bug.
3. Contact Andy Puleo, Facilities Management at 617-635-9127 or 617-293-3913.
4. If you can capture the insect, place it in a sealed clear plastic bag (zip loc) for identification. Facilities Management or your pest control contractor (PCC) will be by to identify the insect as soon as possible (within 24 hours of complaint). If there is a student who has suspect bite marks then the student should see the school nurse and his/her physician as soon as one can.
5. A Facilities Management Environmental supervisor will conduct an inspection of the affected area(s) within one working day or 24 hours. The inspection will be done even if the suspect bed bug had not been captured for identification. These supervisors have been trained by BPHC and Boston ISD in BPS bed bug protocol.
6. The trained supervisor will identify and assess potential infestation sources and treat accordingly.

Like all building and structural pest problems (mice, cockroaches, etc.), a cooperative effort from all interested and involved parties (Facilities Management, school building staff and administration, health services, etc.) to implement a comprehensive bed bug control plan for each school.

Summary of significant dates and deadlines:

Date	Activity
July 1	IMP Contractors Complete Protocol Training
March 1	New Protocol Procedures Effective
September 30	Copy of This Superintendent's Circular Included in IPM Book
September 30	Annual review and update of Indoor and Outdoor IPM Plan submitted to Superintendent's Office

For more information about this circular, contact:

Name:	Andy Puleo
Department:	Facilities Management
Mailing Address:	26 Court Street, 2 nd Floor, Boston, MA 02108
Phone:	617-635-9127
Fax:	617-635-9252
E-mail:	apuleo@boston.k12.ma.us

Carol R. Johnson, Superintendent