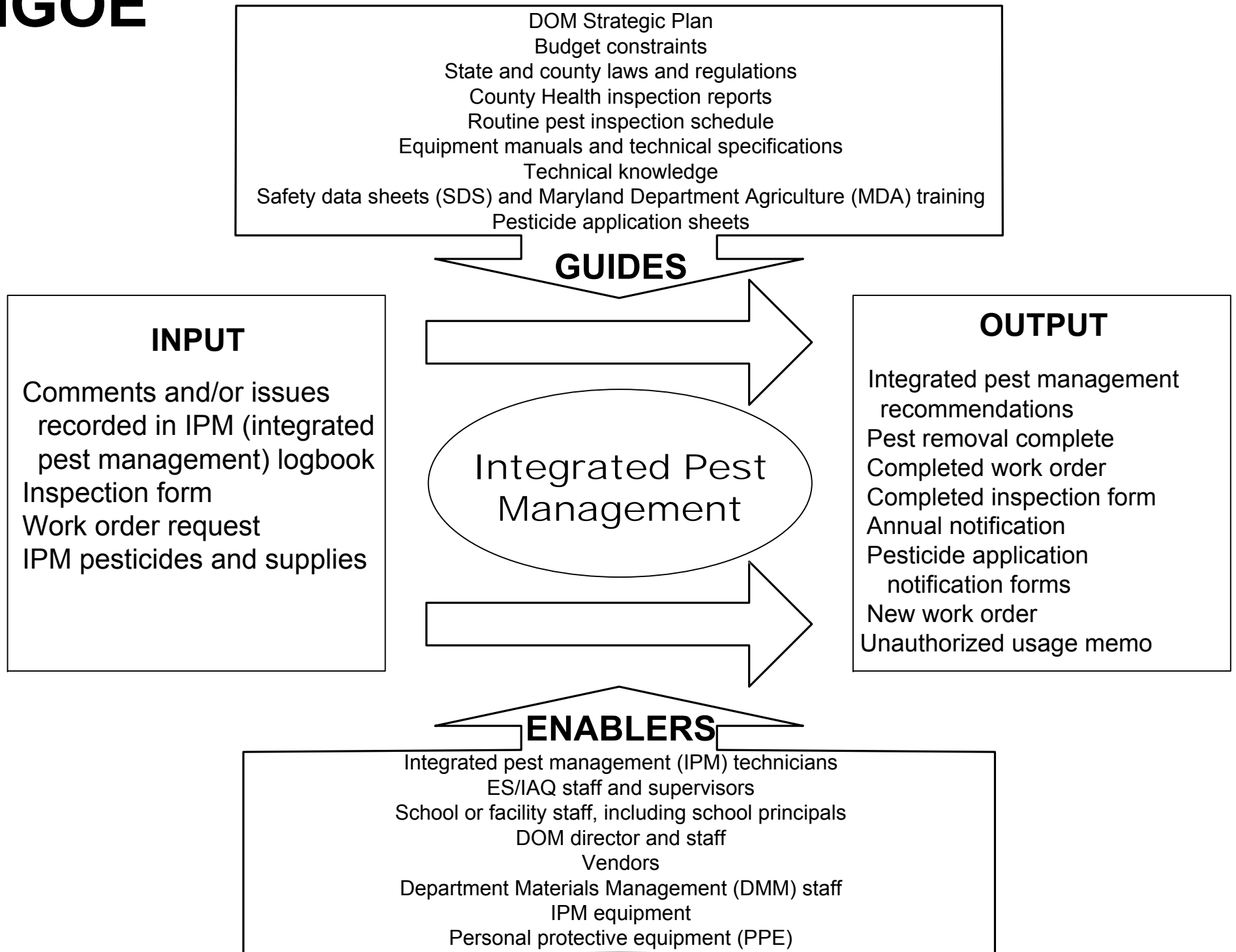


IGOE



Process for Integrated Pest Management (IPM)

Updated: January 29, 2016

PURPOSE:

To describe the process for completing regular visits, work order requests, inspections, infestation prevention and pest eradication at schools/facilities.

PROCESS SUMMARY:

ANNUAL NOTIFICATION

- Integrated pest management (IPM) staff prepares a list of approved pesticides, obtains proper approvals and distributes the notification to the school principals.
- School principals distribute the notification to the parents.

REGULAR VISITS & INSPECTIONS

- Integrated pest management (IPM) staff visits schools/facilities regularly to review the IPM log to confirm whether any pest related work is required.
- If there is no work required at that school/facility, IPM staff completes an inspection and an inspection form, which is signed by both IPM and school staff and then stored and distributed accordingly.
- If there is work required, IPM staff determine the type of work required and who can complete the work. The remainder of the process is the same as IPM infestation prevention and pest eradication, which is detailed below.

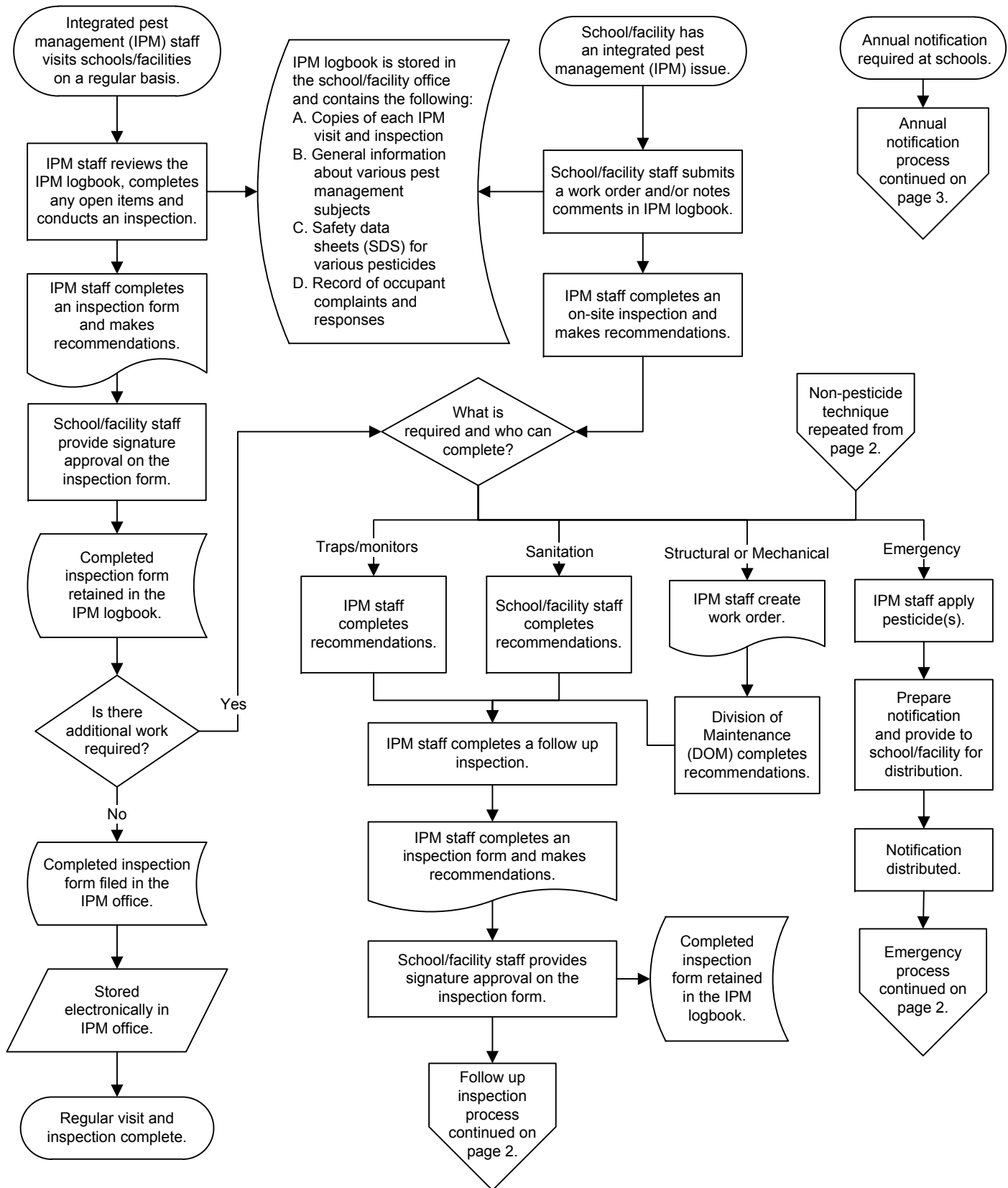
INTEGRATED PEST MANAGEMENT (IPM) INFESTATION PREVENTION AND ERADICATION

When school/facility staff has an IPM issue, they submit a work order request and/or note any comments in the IPM logbook.

- IPM staff may also uncover required work during their regular inspections.
- IPM staff completes an on-site evaluation and make recommendations for pest infestation prevention and/or eradication.
- The appropriate Montgomery County Public Schools (MCPS) staff completes the recommendations as follows:
 - Traps and/or monitors are placed by IPM staff
 - Sanitation is conducted by school/facility staff
 - Structural or mechanical repairs are completed by the Division of Maintenance (DOM) staff
 - Emergency recommendations are completed immediately by IPM staff with notification sent after the work is completed
- IPM staff completes a follow up inspection to verify whether the problem is resolved. If the problem is not resolved, IPM staff decides whether pesticides are required. If pesticides are not required, then IPM staff will apply another non-pesticide technique or confer with other MCPS staff as needed to complete the recommendations (such as sanitation or structural/mechanical) as explained above. If pesticides are required, then IPM staff prepares a pesticide notification, provides it to the school for appropriate distribution, and applies the pesticides.
- IPM staff repeats follow up inspection and paperwork, and repeats pesticide applications or non-pesticide techniques as often as required.
- Once the problem is resolved, IPM staff stores the paperwork accordingly.

Process for Integrated Pest Management (IPM)

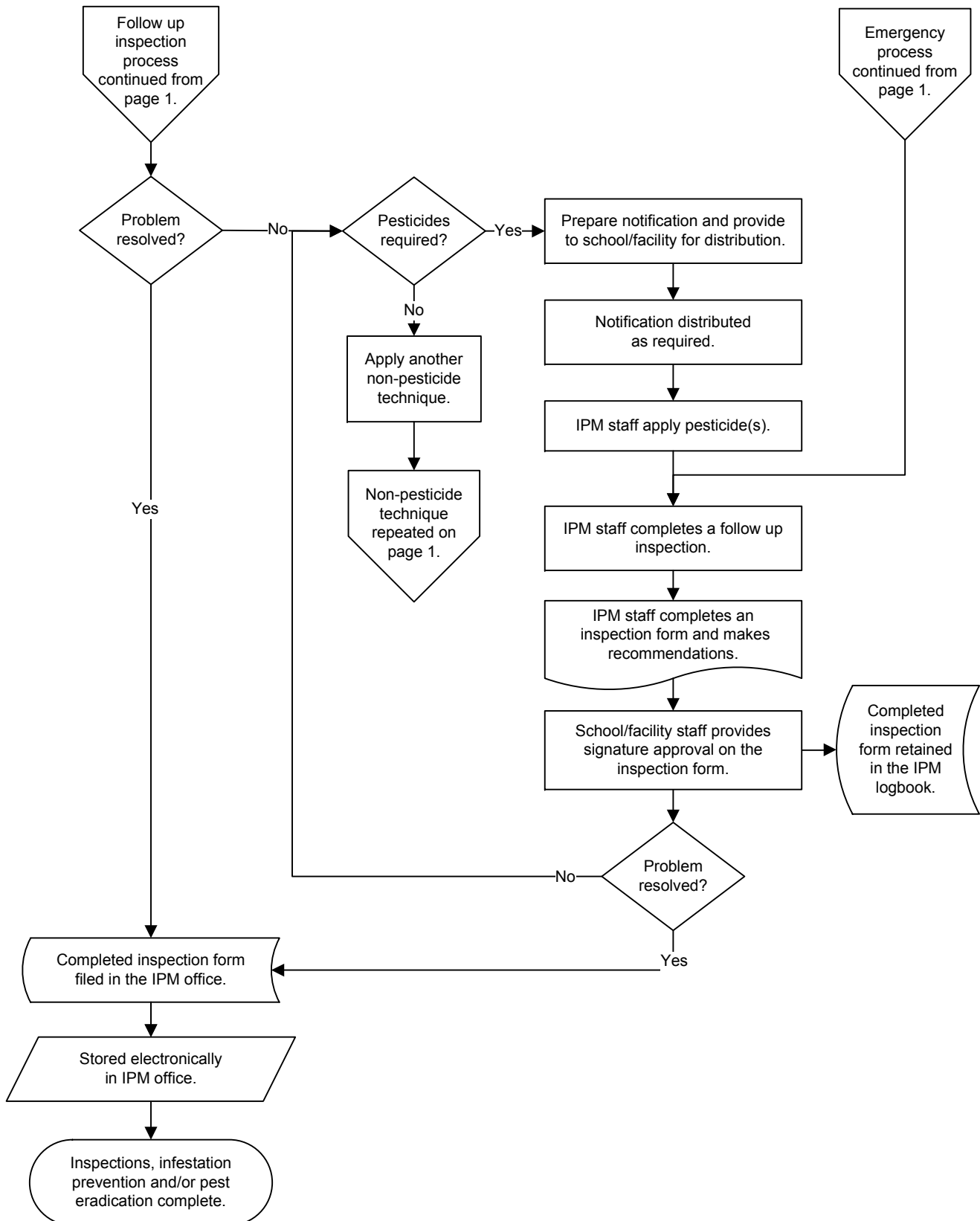
Updated: January 29, 2016



Process for Integrated Pest Management (IPM)

Updated: August 5, 2009

Page 2 of 3



Process for Integrated Pest Management (IPM)

Updated: August 5, 2009

Page 3 of 3

