

**OPERATION AND MAINTENANCE OF PLANT**

**Annual Integrated Pest Management Notice For School Year 2016-2017**

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Glen Rock Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Glen Rock Public Schools is:

Name of IPM Coordinator: Sandy Marinos

Business Phone number: 201-389-5045

Business Address: 620 Harristown Rd, Glen Rock, NJ 07452

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan the Glen Rock Middle/High School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

**The following items must be included with this annual notice:**

- o **A copy of the school or school district's IPM policy.**
- o **The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.**
- o **A list of pesticides that are in use or that have been used in the past 12 months on school property.**

Approved:

Revised:

## **OPERATION AND MAINTENANCE OF PLANT**

The board of education recognizes that the fixed assets of this district represent a significant investment by the community, and their maintenance is of prime concern to the board.

The board of education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The board directs the conduct of a continuous program of inspection and maintenance for the upkeep of all school buildings and equipment. Whenever possible and feasible, maintenance shall be preventative.

The chief school administrator shall in conjunction with the business administrator/board secretary develop and implement such a maintenance program which shall include:

- A. A regular summer program of facilities repair and conditioning.
- B. A critical spare parts inventory.
- C. An equipment replacement program.
- D. A long-range program of building modernization by replacement.
- E. Establishment of sound priorities among the requests for repairs received from principals.

The chief school administrator shall in conjunction with the business administrator/board secretary develop and promulgate to the staff such rules as may be necessary for the ongoing maintenance and good order of the physical plant, and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. The chief school administrator and the business administrator/board secretary shall also develop a multi-year comprehensive maintenance plan for board approval, to be updated annually.

### Integrated Pest Management Procedures in Schools

In accordance with the New Jersey Integrated Pest Management Act of 2002, the board of education shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, and staff to pesticides. Every school within the district shall develop and maintain IPM procedures as part of the district's policy.

IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles aims to prevent pest damage by the most economical means and with the minimum hazard to people, property and the environment.

When needed, each school principal shall consider the full range of management options including no action at all. Non-pesticide pest management methods are to be used whenever

**OPERATION AND MAINTENANCE OF PLANT (continued)**Integrated Pest Management Procedures in Schools (continued)

possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that other are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered first. Before implementing any IPM procedures, the principal shall receive approval of the business administrator/board secretary for the method selected.

Development of IPM Plans

Every school within the district shall have an IPM plan that reflects that school's site-specific needs and provides a blueprint of how that school will manage pests using IPM methods. The school IPM plan shall state the school's goals regarding the management of pests and the use of pesticides. The IPM plan shall provide a description of how each component of the district's IPM policy shall be implemented at that school. The chief school administrator in collaboration with the building principal shall be responsible for the development of the IPM plan for each school.

IPM Coordinator

The board of education, upon recommendation of the chief school administrator shall designate an integrated pest management coordinator who shall be responsible for the implementation of the district's integrated pest management policy. Integrated pest management coordinators for each school may also be appointed.

Education / Training

The school community shall be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM coordinator, other school staff and pesticide applicators involved with the implementation of district's IPM policy will be trained in appropriate components of IPM as it pertains to the individual school environment.

Students, parents / guardians will be provided information of this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the board of education.

Records shall also include, but are not limited to, pest surveillance, data sheets and other non-pesticide pest management methods and practices utilized.

Notification / Posting

The principal of each school is responsible for timely notification to students, parents / guardians and school staff of pesticide treatments pursuant to the School IPM Act.

Re-Entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide Applicators

The IPM coordinator shall ensure that applicators follow state regulations; including licensing requirements and label precautions as well as ensuring that they comply with all components of the school IPM policy.

**OPERATION AND MAINTENANCE OF PLANT (continued)**

## Evaluation

Annually, the chief school administrator will report to the board of education on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The chief school administrator shall develop regulations / procedures for the implementation of this policy.

<b>Legal References:</b>	N.J.S.A. 13:1F-19 through -33	"School Integrated Pest Management Act"
	<u>N.J.S.A.</u> 18A:17-49 through -52	Buildings and grounds supervisors to be certified educational facilities managers
	<u>N.J.S.A.</u> 18A:22-8	Contents of budget; program budgeting system
	<u>N.J.S.A.</u> 34:5A-1 et <u>seq.</u>	Worker and Community Right to Know Act
	<u>N.J.S.A.</u> 34:6A-25 et <u>seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
	<u>N.J.A.C.</u> 5:23	Barrier free subcode of the uniform construction code
	<u>N.J.A.C.</u> 6:8-2.1	Quality Assurance annual report
	<u>N.J.A.C.</u> 6:22-1.1 et <u>seq.</u>	School Facility Planning Service
	<u>N.J.A.C.</u> 6A:24-8.1	Facilities
	<u>N.J.A.C.</u> 6A:26-12.1 et <u>seq.</u>	Operation and Maintenance of Facilities
	See <u>particularly:</u>	
	<u>N.J.A.C.</u> 6A:26-12.2(a)1, 2	
	<u>N.J.A.C.</u> 6A:30-1.1 et <u>seq.</u>	Evaluation of the Performance of School Districts

Manual for the Evaluation of Local School Districts (September 2002)

<b>Cross References:</b>	*1410	Local units
	*2240	Research, evaluation and planning
	*300013010	Concepts and roles in business and non-instructional operations; goals and objectives
	*3516	Safety
	*5141	Health
	6161	Equipment, books and materials
	*7110	Long-range facilities planning
	*9130	Committees

\*Indicates policy is included in the Critical Policy Reference Manual.

**KeyWords**

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

Approved: January 13, 1992

Revised: August 25, 2003