

	Superintendent's Circular	NUMBER: FMT-10 Version 01
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INTEGRATED PEST MANAGEMENT (IPM)

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

MISSION STATEMENT

To further ensure a healthy and safe learning and work environment at all Boston Public School (BPS) buildings, BPS will be implementing a systemwide IPM program. IPM is a holistic approach to control pest activity and to reduce pesticide usage in the building and surrounding landscape.

IMPLEMENTATION PLAN

A key component of an effective IPM plan is the selection of an IPM coordinator. The IPM coordinator should be someone with administrative authority to adequately enforce and implement the program. The IPM coordinator acts as a representative of the principal. The IPM coordinator is required to establish an IPM Committee, which will include interested stockholders (e.g., custodian(s), after school program, community school (as applicable), food service manager, teacher, etc.).

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. The pest control contractor (PCC) is responsible to annually update the indoor and outdoor plan.

All IPM plans must be updated annually by the pest control contractor by December 1. The PCC will meet with the principal/head of school or designee to update the plan. The updates will include but not be limited to technical components, pest treatment products, and devices of the IPM plan. The principal/head of school or designated representative (i.e., IPM coordinator) will provide the PCC with the school's information, including but not limited to school name and address, name of principal/head of school, IPM coordinator's name, IPM Committee members, etc.

The logbook 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.)

NOTE: It's very important that all pest problems/issues be entered into the logbook to ensure problem areas are treated during monthly inspections.

MONTHLY INSPECTION

1. All PCCs working in BPS facilities will be familiar with the BPS IPM protocol.
2. Prior to the start of any service, the PCC will report to the main office and review the IPM logbook for recent

entries.

3. The PCC will conduct a monthly inspection of all school buildings. The minimum inspection will include a physical inspection and assessment of the following areas, noting IPM related deficiencies:
 - 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. Entry points or connections from a mechanical space or crawl space
 - g. Boiler room area, mechanical rooms, and moveable storage areas
 - h. Storage rooms, sinks, and custodial storerooms
 - i. Noted rooms with recent complaints (those areas/rooms marked with a complaint after the last service call)
 - j. Other suspected areas
4. Temporarily seal all potential rodent access holes or voids (< 3 in. diameter), including voids around pipes and duct penetrations or any other penetrations. The PCC will only use approved sealants. The PCC will provide product specifications for sealants prior to any use in BPS facilities. The Alterations and Repairs supervisor will be contacted to permanently seal any penetrations.
5. The PCC will vacuum any rodent droppings around any area where traps, glue boards, monitoring stations, etc. have been placed.
6. The PCC will inspect the above noted areas and make recommendations for enhanced treatment as

necessary.

7. The PCC will provide electronic copies of any IPM inspection, treatment, or service via email to the school's email address, to the environmental supervisor or specialist with BPS and Food Services.

The pest control contractor or the school will notify and seek approval from BPS Environmental Division for any additional IPM treatments, service calls, or inspections beyond the monthly treatment. This request must be made through or verified by email confirmation.

A quality IPM program must effectively control the following conditions:

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

The IPM coordinator must review the IPM logbook immediately following each inspection. The coordinator will create a work order request addressed to the environmental supervisor for treatment or necessary repairs.

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.

BED BUG PROTOCOL FOR BOSTON PUBLIC SCHOOLS

Bed bugs are becoming a more common pest problem that could impact the general quality of life but are not known to transmit any diseases. Bed bugs are small (less than $\frac{1}{4}$ inch in diameter), brownish, flattened insects that are known to bite people when they are asleep. The bites often may not be felt but can cause itchiness and swelling. Unlike some other insects (e.g., head lice), bed bugs do not live on people but may hitchhike 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.

School's Response Actions:

1. The school's IPM coordinator, principal, or head of school must be notified.
2. Write the complaint in your school's IPM logbook

which is kept in your main office. Please provide details in your complaint without divulging anyone's personal information. A complaint should be logged for any suspect bed bugs.

3. Contact the Facilities Management, Environmental Division at 617-635-8300.
4. If you can capture the insect, place it in a sealed clear plastic bag (Ziploc) for identification. The pest control contractor (PCC) will come by to identify the insect as soon as possible.
5. If a student has been identified with a bed bug, the personal belongings of all students in the room should be bagged and sealed tightly.
6. A student who has suspect bite marks should see the school nurse as soon as possible.
7. The school nurse will contact the student's parent or guardian to provide them with contact information for the Boston Public Health Commission to arrange a bed bug inspection.

For more information, please visit the link below:

https://bphc.org/whatwedo/healthy-homes-environment/Documents/bedbug_fact_sheet.

SUMMARY OF SIGNIFICANT DATES AND DEADLINES

ACTIVITY	TIMELINE
Copy of this year's Superintendent's Circular included in IPM book	Annually by October 1
Pest control contractors will annually review and update indoor and outdoor IPM plans, register with Massachusetts Department of Agricultural Resources, and submit to Facilities Management.	Annually by December 1

For more information about this circular, contact:

Owner:	Sr. Environmental Supervisor
Department:	Facilities Management
Mailing Address:	1216 Dorchester Avenue, Dorchester MA, 02125
Phone:	617-635-8300
Email:	Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent