

**Regulation 3514: Environmental Safety**

**Status:** ADOPTED

**Original Adopted Date:** 04/08/2003 | **Last Revised Date:** 06/23/2015 | **Last Reviewed Date:** 06/23/2015

**Implementation**

An Integrated Pest Management (IPM) committee will be formed to provide direction and verification regarding the IPM program and its implementation. This committee shall consist of three members of the Maintenance and Operations Departments, the Superintendent or designee, an outside licensed expert, a parent/guardian/community representative assigned by the Superintendent or designee, and representation from LVEA and LVCA. This committee will make evaluations and recommendations regarding chemical applications and the frequency of those applications. The IPM committee will make recommendations to the Superintendent or designee regarding possible conflicts with other district policies. The IPM committee will meet semi-annually, once in July and once in December.

**Product Use of Approval**

Chemical products used within the district must first be approved by the IPM committee. The committee will evaluate the effectiveness, and the safety of each new product. The committee will review the contents, precautions, and the function of the new chemical product. The committee will evaluate the product in terms of its effectiveness and efficiency and determine if there are any practical alternatives.

The purchase of chemical pesticides/herbicides will require prior written approval of the IPM committee. Only those persons specifically trained and approved by the IPM committee will be permitted to purchase, use and apply chemical products. Private outside chemical applicators must be licensed and fully trained in district IPM policy and practice. Only those persons specifically authorized by the IPM committee will be permitted to bring or to apply pesticides on district property. Private applicators must comply with all aspects of the district's IPM policy and IPM practice. A written copy of the district's IPM policy will be given to all private applicators under contract with the school district.

**Personnel Training**

Personnel training is critical to the success of the IPM program. All district personnel will have defined roles and responsibilities regarding the IPM program. All district personnel who handle chemical pesticides or chemical herbicides will receive yearly training. Training will be conducted by one of the IPM committee coordinators or their designated instructor. Personnel training records will be maintained and kept on file for a period of not less than four years at the District Maintenance Office.

**Notification, Recordkeeping and Reporting**

The district will notify parents/guardians, employees and students of chemical application utilizing the following guidelines:

1. Parents/guardians will receive an annual notification letter that will be included in the beginning of the year Parent, Student, and Staff Legal Notification Handbooks as well as the district's website.

This notification letter will include:

- a. The district's IPM policy statement
  - b. The district's approved chemical list
  - c. The availability and location of IPM activity records and product MSDS information sheets.
  - d. A form to request written notification
2. The approved chemical list will be posted annually at the main office of each school. This list will remain available for inspection throughout the school year.
  3. School sites will receive notification whenever chemicals are to be used at their school site. This notification will be physically posted at or near the location where the chemical product is to be applied. If the posting cannot be placed at or near the area of treatment, then this posting will be placed at a prominent access point into the campus area. The notification will be posted a minimum of 24 hours prior to spraying and will remain

up a minimum of 72 hours after spraying.

- a. Product name and its active ingredients
    - b. Date of use
    - c. EPA number
    - d. Contact number for additional information
  4. Postings regarding herbicide application will be the responsibility of the district's Grounds Department. Posting for private pest control applicators will be the responsibility of the site plant manager and the applying contractor. The same posting criteria listed above will be in effect.
  5. The district will maintain an IPM information phone number ((818) 878-5239) and an internet based website ([www.lvusd](http://www.lvusd)). These information sites will be updated weekly. Parents/Guardians and staff will also have access to additional information through the Federal Government's EPA website ([www.epa.gov/pesticides/ipm](http://www.epa.gov/pesticides/ipm)).
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