



Superintendent's Circular

School Year 2018-2019

NUMBER:
FMT-10

DATE:
September 06, 2018

Integrated Pest Management (IPM)

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 system wide IPM program. IPM is 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 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 shall include interested stockholders (i.e. 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 principal or headmaster acting as building manager is responsible to annually update the indoor and outdoor plan.

All IPM plans must be annually updated by October 1st by the building administrator (i.e. principal or headmaster). The pest control contractor will update the technical components which shall include but not be limited to any pest treatment products and devices of the IPM plan. The principal, headmaster or designated representative (i.e. IPM Coordinator) shall update the school information including but not limited to school name and address; principal's or headmasters' name; IPM Coordinator's name; and IPM Committee members; etc.

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.)

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

Monthly Inspection

1. All PCC working in BPS facilities shall be familiar with the BPS IPM protocol.
2. Prior to the start of any service the PCC shall report to the main office and review the IPM Log Book 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 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
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 shall only use approved sealants. The PCC shall provide product specifications for sealants prior to any use in BPS facilities. The Alterations and Repair 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 recommendation 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; 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 Log Book immediately following each inspection. The Coordinator shall create a work order request addressed to 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

Introduction

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 ¼ 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 (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.

School's Response Actions

1. The school's IPM Coordinator, principal or headmaster 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 (Zip-Loc) for identification. The pest control contractor (PCC) will be by identifying the insect as soon as possible.
5. If a student has been identified with bed bug the personal belongings of all students in the room should be bagged and sealed tightly.
6. If there is a student who has suspect bite marks then the student should see the school nurse as soon as possible.

7. The school nurse will contact the student's parent or guardian to provide them contact information with the Boston Public Health Commission to arrange a bed bug inspection.

For more information, please visit the link below:

http://www.bphc.org/whatwedo/healthy-homes-environment/Documents/bedbug_fact_sheet.pdf

Summary of significant dates and deadlines:

Activity	Timeline
Copy of This Year's Superintendent's Circular Included in IPM Book	Annually by October 1st
Building administrator shall annually review and update indoor & outdoor IPM Plans, register with Massachusetts Department of Agricultural Resources and submit to Facilities Management.	Annually by December 1st

For more information about this circular, contact:

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