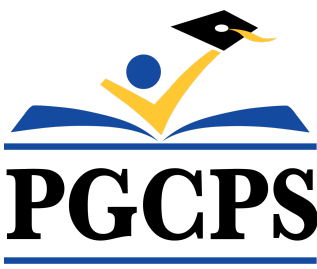


Integrated Pest Management IPM



Prince George's County Public Schools

14201 School • Lane Upper Marlboro, Maryland 20772 • www.pgcps.org

INTEGRATED PEST MANAGEMENT PROGRAM UNIVERSAL NOTIFICATION FOR PARENTS, GUARDIANS, AND STAFF

School Year 2025 – 2026

Prince George's County Public Schools controls unwanted insects and rodents through Integrated Pest Management (IPM) as required by State law and approved by the Maryland Department of Agriculture (MDA). IPM is part of our continuing commitment to provide healthy learning environments for students and staff by strictly limiting the use of chemical pesticides. IPM calls for practices such as inspections and monitoring to identify conditions contributing to pest problems and to determine when chemicals are required. Non-toxic correction methods will be used, such as increased sanitation, minor structural repair and/or maintenance, insect monitors and traps, and occupant education and involvement. Least toxic chemicals will only be approved for use after documentation indicates that non-toxic means and methods are unsuccessful and an unacceptable level of infestation remains.

Maryland State certified, licensed, or registered applicators employed or contracted by Prince George's County Public Schools only are authorized to use pesticides or herbicides on school property. Inside buildings, chemicals are applied only when the area treated is vacant and will remain vacant overnight. On grounds, chemicals are only approved for application when there is no risk of exposure to students, staff, or the public. Appropriate signs will be posted and parental notification will be provided.

Notification requirements: Parents, guardians, and staff will be notified 24 hours before application of certain pesticides at elementary schools. Middle schools, high schools and offices: only those individuals who have requested prior notification. Signs will be placed where interior bait stations are used, at site of pesticide applications on grounds, and at a main or central location. In case of emergency applications, notification will take place within twenty-four hours or on the next school day.

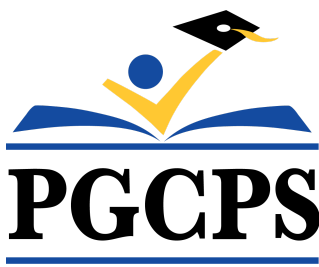
Parents/guardians of middle or high schools students and staff at middle schools, high schools, and offices must submit a written request to the school or office to receive prior notification of pesticide applications. Middle schools, high schools, and offices are required to develop and retain a pesticide notification list on file, keep it current, and make it available to MDA upon request.

IPM regulations also apply to pesticide use on school grounds, which includes use for weed control, poison ivy or stinging insects. Herbicides are used for the removal of excessive weed growth at fence lines or to eradicate poison ivy. State notification procedures will be followed.

IPM questions may be directed to Mr. Alex Baylor, Environmental Officer, 13300 Old Marlboro Pike, Upper Marlboro, MD or by calling 301-952-6500. This office maintains copies of labels and Material Safety Data Sheets that may be reviewed. You may refer to the Integrated Pest Management book located in the school's main office for additional information on integrated pest management.

Pesticide products approved for, but not necessarily used by, Prince George's County Public Schools' licensed applicators:

1. Abamectin B1 (Avert PT300 and PT310)
2. Bedlam bedbug - bicycloheptene dicarboximide
3. Brodifacoum (Talon G Rat Pellets, exterior rodenticide)
4. Cholecalciferol (Quintox, exterior rodenticide)
5. Fipronil (Max Force Bait Stations or Trays)
6. Fipronil (Termidor, for exterior and interior ground treatment of termites)
7. Flying Insect traps (Non-toxic sticky traps or jars)
8. Gentrol IGR-Hydroprene
9. Glyphosate (Round-up, weed killer)
10. Gourment Arit bait - Disodium Octaborate Tetrahydrate
11. Hydramethylnon (Siege, gel insecticide for crack and crevice)
12. Insect Bait Stations
13. Insect glue traps/monitors (Non-toxic traps to indicate type and size of infestation of insects)
14. Mouse/Rat traps (Non-toxic, spring mechanism or glue trap)
15. Naphthalene/sulfur (Snake Away, granules for control of snakes)
16. Niban Granular bait - Boric Acid
17. Phantom Aerosol - Chlorfenapyr
18. Pheromone traps (Glue traps treated with insect attractant)
19. Pyrethrins (Wasp/Bee Freeze, for immediate knock-down of flying/stinging insects)
20. Talstar-P - Bifenthrin
21. Tempo 0.I Dust, Cyfluthrin
22. Ditrac (exterior rodenticide)



Prince George's County Public Schools

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PROGRAMA DE MANEJO INTEGRADO DE PLAGAS AVISO UNIVERSAL PARA PADRES, TUTORES Y PERSONAL

Año escolar 2025 – 2026

Las Escuelas Públicas del Condado de Prince George controlan insectos y roedores indeseados mediante el Manejo Integrado de Plagas (**MIP**), según lo exige la ley estatal y está aprobado por el Departamento de Agricultura de Maryland (**MDA**). El MIP forma parte de nuestro compromiso continuo de proporcionar entornos de aprendizaje saludables para estudiantes y personal, limitando estrictamente el uso de pesticidas químicos. El MIP implica prácticas como inspecciones y monitoreo para identificar las condiciones que contribuyen a los problemas de plagas y determinar cuándo se requieren productos químicos. Se utilizarán métodos de corrección no tóxicos, como mayor saneamiento, pequeñas reparaciones o mantenimiento estructural, monitores y trampas para insectos, y la educación y participación de los ocupantes. El uso de productos químicos menos tóxicos solo se aprobará después de que la documentación indique que los métodos no tóxicos no han sido eficaces y que persiste un nivel inaceptable de infestación.

Solo los aplicadores certificados, autorizados o registrados por el Estado de Maryland, empleados o contratados por las Escuelas Públicas del Condado de Prince George, están autorizados a usar pesticidas o herbicidas en las instalaciones escolares. Dentro de los edificios, los productos químicos se aplican solo cuando el área tratada está vacía y permanecerá vacía durante la noche. En las instalaciones, solo se aprueba la aplicación de productos químicos cuando no exista riesgo de exposición para los estudiantes, el personal ni el público. Se colocarán letreros apropiados y se notificará a los padres.

Requisitos de notificación: Se notificará a los padres, tutores y al personal 24 horas antes de la aplicación de ciertos pesticidas en las escuelas primarias. Escuelas secundarias, preparatorias y oficinas: solo a quienes hayan solicitado notificación previa. Se colocarán letreros donde se utilicen estaciones de cebo interiores, en los lugares de aplicación de pesticidas en las instalaciones y en una ubicación principal o central. En caso de aplicaciones de emergencia, la notificación se realizará dentro de las veinticuatro horas o el siguiente día escolar.

Los padres/tutores de estudiantes y personal de escuelas secundarias o preparatorias, así como de las oficinas, deben presentar una solicitud por escrito a la escuela u oficina para recibir notificación previa sobre las aplicaciones de pesticidas. Las escuelas secundarias, preparatorias y oficinas deben

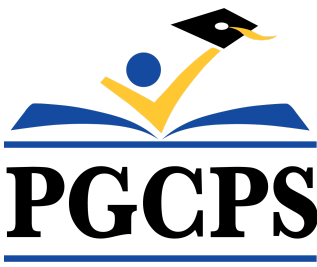
elaborar y mantener una lista de notificación de pesticidas en archivo, mantenerla actualizada y ponerla a disposición del MDA cuando se la solicite. Las regulaciones de MIP también se aplican al uso de pesticidas en las instalaciones escolares, lo que incluye el control de malezas, hiedra venenosa o insectos que pican. Los herbicidas se utilizan para eliminar el crecimiento excesivo de malezas en las cercas o para erradicar la hiedra venenosa. Se seguirán los procedimientos de notificación estatales.

Las preguntas sobre MIP pueden dirigirse al Sr. Alex Baylor, Oficial de Medio Ambiente, 13300 Old Marlboro Pike, Upper Marlboro, MD, o llamando al 301-952-6500. Esta oficina conserva copias de las etiquetas y las Hojas de Datos de Seguridad de Materiales que pueden consultarse. Puede consultar el manual de Manejo Integrado de Plagas, disponible en la oficina principal de la escuela, para obtener información adicional sobre el manejo integrado de plagas.

Productos pesticidas aprobados, pero no necesariamente utilizados por, los aplicadores autorizados de las Escuelas Públicas del Condado de Prince George:

1. Abamectina B1 (Avert PT300 y PT310)
2. Chinchas de cama Bedlam - dicarboximida de bicilohepteno
3. Brodifacoum (Talon G Rat Pellets, raticida para exteriores)
4. Colecalciferol (Quintox, raticida para exteriores)
5. Fipronil (Estaciones o bandejas de cebo Max Force)
6. Fipronil (Termidor, para el tratamiento terrestre de termitas en exteriores e interiores)
7. Trampas para insectos voladores (trampas o frascos adhesivos no tóxicos)
8. Gentrol IGR-Hidropreno
9. Glifosato (Round-up, herbicida)
10. Cebo Gournment Arit - Octaborato disódico tetrahidratado
11. Hidrametilnona (Siege, insecticida en gel para grietas y hendiduras)
12. Estaciones de cebo para insectos

(Lista continúa en la página siguiente)



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13. Trampas/monitores de pegamento para insectos
(trampas no tóxicas para indicar el tipo y tamaño de infestación) Insectos)
14. Trampas para ratones/ratas (No tóxicas, con mecanismo de resorte o trampa de pegamento)
15. Naftaleno/azufre (Snake Away, gránulos para el control de serpientes)
16. Cebo granular Niban - Ácido bórico
17. Aerosol Phantom - Clorfenapir
18. Trampas de feromonas (Trampas de pegamento tratadas con atrayente de insectos)
19. Piretrinas (Congelador para avispas/abejas, para la eliminación inmediata de insectos voladores o que pican)
20. Talstar-P - Bifentrina
21. Tempo 0.I en polvo, Ciflutrina
22. Ditrac (raticida para exteriores)



ADMINISTRATIVE PROCEDURE

SAFETY WITH REGARDS TO USE OF APPLIANCES IN CLASSROOMS AND FIRE SAFE FURNITURE

2807

Procedure No.

August 23, 2019

Date

- I. **PURPOSE:** To develop procedures for the enforcement of individual classrooms free of appliances and the utilization of fire safe furniture and furnishings.
- II. **BACKGROUND:** Microwaves, coffee makers and refrigerators, when left plugged in, increase the potential for fires. Cooking in the classroom also increases the chances of rodents and pests in the classroom due to the presence of food sources. For fire prevention purposes, all classroom furniture and rugs must contain the Underwriters Laboratories, Inc. (UL) product certification tag and all curtains must comply with NEFA 701.
- III. **POLICY:** PGCPS is committed to providing accident-free school environment by identifying and eliminating recognized safety hazards. This requires on-going evaluation of current safety conditions in the schools. (Policy 2801)
- IV. **PROCEDURES:**
 - A. An inspection shall occur quarterly by the principal and building supervisor to promote a healthy classroom environment.
 - B. The principal of the school shall deny the use of microwaves, coffee makers, and refrigerators in all individual teachers' classrooms.
 - C. A microwave, coffee maker, and refrigerator shall be provided for teacher use in designated teacher areas.
 - D. All furniture, rugs and curtains shall be approved by the principal prior to being placed in the classroom.
- V. **MONITORING AND COMPLIANCE:**

All principals will submit the results of the classroom inspections to the Safety and Security Services Department which will be responsible for monitoring the results. The Safety and Security Services Department will conduct annual inspections of schools to ensure compliance with this procedure.
- VI. **RELATED PROCEDURES:** Administrative Procedure 2512.1 – Attention to Fire and Safety Inspections and Administrative Procedure 2805.6 – Safety Inspection.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Plant Operations and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This procedure cancels and supersedes



ADMINISTRATIVE PROCEDURE

SAFETY WITH REGARDS TO USE OF
APPLIANCES IN CLASSROOMS AND
FIRE SAFE FURNITURE

2807

Procedure No.

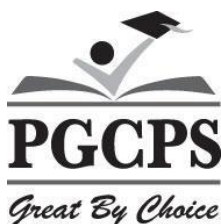
August 23, 2019

Date

the version dated January 1, 2009.

IX. **EFFECTIVE DATE:** August 23, 2019

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, and 12



ADMINISTRATIVE PROCEDURE

INTEGRATED PEST MANAGEMENT AND TERMITE CONTROL SERVICE

3522.1

Procedure No.

July 1, 2016

Date

- I. **PURPOSE:** To provide procedures for controlling unwanted insects and rodents in school buildings or on school grounds, and for using pesticides/herbicides on school grounds. Maryland State law regulates the use of pesticide chemicals in public schools and on public school property during the school year and requires certain notification when certain chemicals are approved and used.
- II. **INFORMATION:** As part of our ongoing efforts to provide clean and healthy learning environments and strictly limit the use of chemical pesticides, the Prince George's County Public School system stands committed to continuing to follow an approved Integrated Pest Management (IPM) program. IPM places emphasis on proactive, preventive, and non-toxic methods for controlling pests including improved sanitation, structural maintenance and repairs, and occupant education and involvement. Chemical pesticides are only authorized for use after non-toxic means and methods fail to reduce the infestation to an acceptable level. In the event that chemical pesticides are authorized, least-toxic pesticide products meeting the Tier III hazard criteria, per San Francisco's pesticide hazard screening list, will be used first. The list of products and chemicals that meet the Tier III hazard criteria can be found at <http://sfenvironment.org/article/residents/leasttoxic-pesticides-for-green-buildings>.

Pesticides include products (chemicals) used for grounds care, such as herbicides and weed killers. Our school system prohibits the use of these products on grounds for beautification purposes. Chemicals are only approved for use on grounds to eliminate unsafe conditions caused by ground bees, weeds, or poison ivy. Such approval will only be granted when non-chemical means and methods are not effective. (Products considered pesticides that are used in instructional programs, such as horticulture, require the same notification as pesticides used for controlling pests.)

SPECIAL NOTE: Application of a chemical pesticide or herbicide in school building or on school property by anyone other than a school system, State licensed applicator is strictly prohibited. Violators may be prosecuted and subject to severe civil penalties.

Maryland State law regulating the use of pesticides in public schools and on school grounds includes the following requirements:

- A. School systems must conduct an IPM program approved by the Maryland Department of Agriculture.
- B. At the start of each school year, the school system shall provide to all parents, guardians, and staff an explanation of IPM and certain other pertinent information.
- C. In situations where non-toxic or least toxic methods are not sufficiently effective and pesticide use is authorized, all parents, guardians, and staff

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INTEGRATED PEST MANAGEMENT AND TERMITE CONTROL SERVICE

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must be notified at least twenty-four hours prior to pesticide use in elementary or specialty schools. In secondary schools and offices, only those parents, guardians, and staff who specifically request notification must be notified.

- D. When emergency pesticide applications are approved, the same notification requirements apply within twenty-four hours after the application, or the next school day.
- E. A school system IPM contact person must be identified. The name, address, and telephone number of this individual must be provided to parents and guardians noting that this person may be contacted with any IPM question or a request to review Material Safety Data Sheets.

III. PROCEDURES:

A. IPM Objectives

IPM provides control of unwanted insects and rodents in buildings and on grounds, while strictly limiting or eliminating the need for or use of toxic pesticide chemicals. Common sense, proactive, non-chemical means and methods of pest control, when applied on a daily basis by all building occupants can minimize infestations and provide a healthy learning and working environment. Chemical pesticides will only be approved for use after non-toxic means and methods prove ineffective and occupant notification has been accomplished.

B. IPM Roles and Responsibilities

1. IPM involves input and cooperation from all building occupants, including students, teachers, administrators, staff, parents, and community user groups. Everyone should know the basic concepts of integrated pest management and how they are utilized to control pests. IPM does not rely on the use of pesticide chemicals, but on a common sense and environmentally sound approach involving improved sanitation standards and increased structural and grounds maintenance and repairs.
2. Insects and rodents will not live where they cannot find food, water, or harborage. First, prevent pest access to buildings by providing pest-proofing (weather stripping) on all exterior doors, sealing windows, covering gaps around pipes that exit through walls, keeping weeds, grass, and tree limbs trimmed away from the building, etc. Then, eat only in areas designed for eating and remove food and beverage residue daily. Storage rooms must be maintained in a clean and orderly fashion so the entire floor and corners-especially where the floor and wall meet-can be swept and mopped thoroughly.



ADMINISTRATIVE PROCEDURE

INTEGRATED PEST MANAGEMENT AND TERMITE CONTROL SERVICE

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3. Students, staff, and anyone using a school system building must take an active role in pest control. Doors and windows must not be propped open; trash and debris must be placed in proper receptacles; boxes should be emptied, flattened, and discarded as soon as possible; clutter and excess items must be removed; and personal work spaces must be kept clean and tidy.
4. Custodial personnel provide sticky traps for monitoring purposes, which will determine the type and level of infestation. Custodial personnel will advise area occupants of basic corrective actions that should be taken. If non-toxic means and methods prove ineffective, a pest control request may be called to Operations for interior pests.
5. When outside the building on school grounds, it is imperative that sufficient trash receptacles are available and placed where needed. It should be stressed to students, staff, and the public that everyone is responsible for placing their food and beverage debris, or any other type of trash, into the receptacles. Cooperation of all parties is required to ensure pest- and pesticide-free environments.
6. Maintenance is responsible for ground bees and for removal of poison ivy, weeds, or brush that cannot be safely removed by custodial personnel. School system personnel and/or personnel licensed by the Maryland Department of Agriculture will provide these services to schools and offices.
7. An IPM contact person has been identified and may be contacted with pest control questions or to obtain material safety data sheets relating to any pesticide used by the school system.

Contact Person:

Director of Plant Operations
13300 Old Marlboro Pike
Upper Marlboro, Maryland 20772
Phone: 302-952-6550; Fax: 301-952-6924

C. Pest Control Procedures

1. School system pest controllers will visit buildings on a monthly basis to survey, monitor, and educate occupants.
2. If pests or rodents are noticeable, custodial personnel will provide traps and/or monitors and basic guidelines for building occupants. Rodent baits are only allowed if they are solid blocks placed in locked outdoor dispensers. No single-feed rodent baits may be used in areas that may unintentionally affect other wildlife, such as adjacent to park land or wild areas.

ADMINISTRATIVE PROCEDURE

INTEGRATED PEST MANAGEMENT AND TERMITE CONTROL SERVICE

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3. The building supervisor shall alert the principal regarding all pest problems. The principal shall direct appropriate, non-toxic corrective measures to be taken by custodians, cafeteria personnel, teachers, students, or other staff as necessary.
4. The building supervisor may request a pest control visit after non-toxic methods conducted by all building occupants prove ineffective. The basic threshold is four or more caught in one 24-hour period repeated by another four or more caught in the next 24-hour period. When this occurs, the Building Supervisor should be notified and Plant Operations should be notified. Emergency pest situations may be reported to Plant Operations at any time.
5. Pest control personnel will inspect areas involved for cleanliness and/or structural deficiencies. If there is evidence of unsanitary conditions, corrective action instructions will be given to appropriate personnel. If structural deficiencies are cited which could contribute to infestation, instructions will be given to the building supervisor and principal on the Inspection Report form. If Maintenance work orders are required, school personnel shall follow standard procedures regarding submission and follow-through of work orders.
6. Pesticides will be approved for use and applied by Plant Operations personnel after monitors indicate non-toxic methods have been ineffective and the infestation remains at an unacceptable level.
7. Emergency application of pesticides will only be approved in severe situations or when immediate action is required but will pose no threat to students, staff, or the public. As an example, when repairs are being made to buildings, such as roof top heating or ventilation equipment, and nests of flying/stinging insects prevent the completion of the work, application of pesticides may be made. These applications may only be made by registered personnel, and information will be left at the school to provide the necessary notification after an emergency application.
8. Suspected **termite infestations** shall be reported to Plant Operations. If confirmed, contracted exterminators will provide extermination services when required. Termites are not harmful to humans or animals. They do not bite, sting, or carry disease, and they cannot be transported home to transfer infestation. The suspected termite activity area should be marked and the insects knocked down with a spray of water and removed. Immediate application of pesticide is not appropriate and will not prevent the pests from returning. Principals should be aware that students may have to be temporarily relocated if the disruption cannot be controlled.



ADMINISTRATIVE PROCEDURE

INTEGRATED PEST MANAGEMENT AND TERMITE CONTROL SERVICE

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9. Exterior pest control problems or grounds problems, such as **ground bees**, or requests for **weed or poison ivy** control should be reported to Maintenance at 301-952-6500. Appropriate staff will make all attempts to remedy the situation with non-toxic means prior to approval of pesticide/herbicide use. If chemical use is approved, all notification requirements will be met prior to application by licensed personnel.

D. Notification Requirements

1. At the beginning of each school year, the system will provide to all parents, guardians, and employees an annual IPM document explaining the program and notification process.
2. Elementary and specialty schools will notify parents, guardians, and staff at least twenty-four hours prior to application of certain pesticides. (Department of Plant Operations will provide notice to be copied and distributed by the school.)
3. Secondary schools and offices will notify those parents, guardians, and staff who requested notification twenty-four hours prior to application of certain pesticides. (Department of Plant Operations will provide notice to be copied and distributed by the school/office.)
4. The same notification will take place within twenty-four hours or on the next work or school day after any emergency pesticide application. (Department of Plant Operations will provide notice to be copied and distributed by the school/office.)
5. Signs will be posted at the time and site of pesticide applications. (Department of Plant Operations will provide signs.)

E. Record Keeping

1. Detailed records will be maintained in the Department of Plant Operations, including Material Safety Data Sheets (MSDS) for pest control products used. MSDS are available for review upon request.
2. Each school/building shall maintain an IPM file. This file will include copies of Pest Control Reports, notifications, and other pertinent information. **These files must be made available to Maryland Department of Agriculture upon request.**

F. IPM Occupant Education and Involvement

1. Department of Plant Operations will periodically, or upon request, provide information regarding IPM practices to be shared with all building occupants. Students, teachers, administrators, other staff, and community



ADMINISTRATIVE PROCEDURE

INTEGRATED PEST MANAGEMENT AND TERMITE CONTROL SERVICE

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user groups must do their part to help maintain pest and rodent free environments inside buildings and outside on grounds.

2. Pest Controllers will share their knowledge and are available for presentations regarding IPM.

IV. **RELATED PROCEDURES:** None.

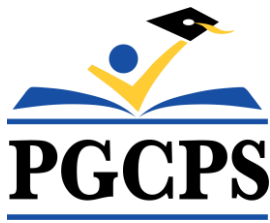
V. **LEGAL REFERENCE:** Maryland Annotated Code, Agriculture Article, Section 5-208.1.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Office of the Chief Operating Officer for Supporting Services will update these procedures as needed. Questions concerning these procedures should be referred to the Department of Plant Operations.

VII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3522.1, dated January 1, 2009.

VIII. **EFFECTIVE DATE:** July 1, 2016.

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11



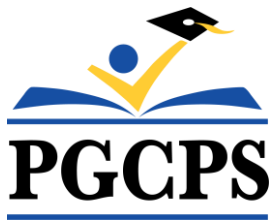
Prince George's County Public Schools
Department of Plant Operations
13300 OLD MARLBORO PIKE UPPER MARLBORO, MARYLAND 20772

SPECIAL MEMORANDUM
PEST CONTROL PROCEDURES

The PGCPS Pest Control's goal is to provide learning environments for students, staff, and the community that are free from pests or pesticides. PGCPS continues to conduct pest control practices according to Maryland State law, specifically by following Integrated Pest Management (IPM) guidelines. IPM restricts the use of chemical pesticides to control insects or rodents by prescribing non-toxic, common-sense means and methods.

IPM uses the best practices to isolate and treat entry and other affected areas where insects or rodents have access to food, water or harborage. The goal of Pest Control is to prohibit the access of pests into buildings by ensuring that proper precautions are used such as doors having rodent-proofing strips, ensuring exterior cracks or holes are filled, window or door screens are in good repair, and examining the grounds around the dumpster areas are kept free from litter.

Pest technicians and custodians cannot be successful unless students, staff and community members do not collectively work together. Building staff are responsible for maintaining cleanliness of the appliances and the surrounding areas. In addition all dishes, cups, plates, etc. should be washed immediately after use by those who used them. Wherever students are permitted to eat or drink, proper procedures should be taken appropriate manners, practices, and receptacles. All food must be stored in airtight, preferably metal cans, such as a coffee cans. Vendors should be held responsible for cleaning their food or beverage machines on a regular schedule. Storage rooms and all areas must be kept clean and all clutter must be removed from the building.



Prince George's County Public Schools
Department of Plant Operations
13300 OLD MARLBORO PIKE UPPER MARLBORO, MARYLAND 20772

INTEGRATED PEST MANAGEMENT **SPECIAL NOTICE

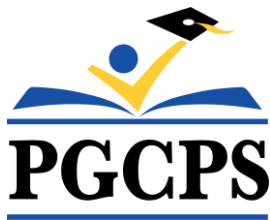
This special notice shall serve as an overview of Integrated Pest Management procedures and a general guide but is not all-inclusive of what to expect when a pest controller responds to a reported pest problem.

Pest Controllers will:

1. Identify the pest which helps determine the best course of action.
2. Find the cause of infestation (ex: food, water, etc.) or access point permitting infestation.
3. Correct/ remove the cause or seal access to stop infestation.
4. Seal, caulk or use other means to stop access. Building Custodians may be instructed to make the repairs or submit a maintenance work order.
5. Place non-toxic monitors; while explaining the responsibilities of building personnel to include cleaning, removing clutter and boxes, removing food, etc.
6. Write complete report on request ticket -- including level of infestation and need for work order, if required.
7. Use non-toxic bait and additional monitors if monitors indicate infestation remains heavy; re-inspect area to identify cause.
8. Request approval for use of least toxic aerosol if all of the above procedures prove ineffective; application will be after school hours, with area posted.
9. Request emergency approval of aerosol application if condition is severe.
10. If not an emergency, prior to an aerosol application, school system personnel responsible for the building will be notified; the areas involved must be vacant and remain vacant overnight and the area must be posted with the appropriate school system sign at all entrances to the area. These signs shall not be removed until the next school day. **(Lock the treated area if possible.)**

Do not hesitate to call Plant Operations at 301-952-6550 with any questions or concerns.

Board of Education of Prince George's County, Maryland



Prince George's County Public Schools
Department of Plant Operations
13300 OLD MARLBORO PIKE UPPER MARLBORO, MARYLAND 20772

«Date»

**NOTIFICATION OF EMERGENCY·
PESTICIDE OR HERBICIDE APPLICATION**

Parents, Guardians, and Staff:

Prince George's County Public School System controls unwanted insects, rodents, and weeds using an Integrated Pest Management (IPM) program approved by the Maryland State Department of Agriculture. **IPM** is followed as part of our continuing commitment to provide healthy learning environments for students and staff. Integrated pest management procedures such as inspections and monitoring are used to determine when chemicals are needed and to identify conditions contributing to pest problems. One or more non-toxic pest control methods may be used such as increased sanitation, minor structural repair, insect monitors and traps, and occupant education and involvement. Least toxic chemicals are approved for use only after documentation indicates that non-toxic means and methods have not been successful and an unacceptable level of infestation remains.

State law requires notification of parents, guardians, and staff at public secondary schools who requested notification and all elementary schools within twenty-four hours after the emergency application of pesticides. Prince George's County Public Schools is also notifying after emergency applications of exterior pesticides or herbicides. Notices will be posted at the time and location of emergency applications.

The following application was made at:

School or Building: <<School>>

Room or Area: <<Area>>

Date: <<ApDate>> Time: <<Time>> Type of Pest: <<Pest>>

Pesticide/ Herbicide: <<Pesticide>>

Reason for Application: <<Reason>>

This application was made after school and the area remained vacant overnight. The following information regarding potential adverse effects was taken from the material safety data sheet (MSDS) for the pesticide to be applied:

<<MSDSinfo>>

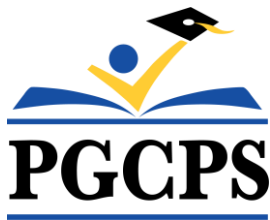
<<MSDSinfo2>>

<<MSDSinfo3>>

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are more sensitive, such as pregnant women and infants (less than two years old), should avoid any unnecessary pesticide exposure."

Questions regarding IPM or requests for Material Safety Data Sheets may be directed to the Department of Plant Operations, at 301-952-6550.

Board of Education of Prince George's County, Maryland



Prince George's County Public Schools

Department of Plant Operations

13300 OLD MARLBORO PIKE UPPER MARLBORO, MARYLAND 20772

PESTICIDE NOTIFICATION LIST

Please list any middle or high school student, or any staff member, who wishes to be notified of any interior or exterior pesticide application made in your building or on the exterior grounds during the school year.

1. Name: _____

Address: _____

Telephone: _____

6. Name: _____

Address: _____

Telephone: _____

2. Name: _____

Address: _____

Telephone: _____

7. Name: _____

Address: _____

Telephone: _____

3. Name: _____

Address: _____

Telephone: _____

8. Name: _____

Address: _____

Telephone: _____

4. Name: _____

Address: _____

Telephone: _____

9. Name: _____

Address: _____

Telephone: _____

5. Name: _____

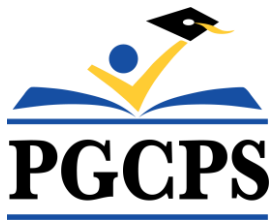
Address: _____

Telephone: _____

10. Name: _____

Address: _____

Telephone: _____



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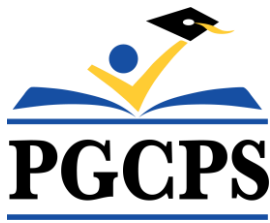
FOR ALL BUILDING OCCUPANTS
**** TERMITE FACTS****

- ❖ Termites swarm for several days during warm weather. Follow these instructions to **immediately** control the problem **without using chemicals, waiting for a pest technician, or interrupting the learning process.**
- ❖ **Termites are harmless and do not bite**, sting, or carry germs or disease.
- ❖ They cannot be transported home to start an infestation.
- ❖ Swarms do not always indicate the location of an infestation.
- ❖ Pesticides are not used for swarming termites. New swarmers may reappear several days following application.
- ❖ Knock down the swarm with water then clean the area to remove.
- ❖ Mark the site of entry and block with caulk or tape.
- ❖ Save a sample insect for identification by a pest technician.
- ❖ Swarmers may be flying ants, not termites.
- ❖ If swarmers are not controlled with water students may have to be relocated for several days.
- ❖ Remain calm, follow these guidelines, and continue the education of our children.

Call Plant Operations to report the exact location of suspected termites.

Use of pesticides/herbicides by anyone other than a system
and State approved, licensed applicator is strictly prohibited
and punishable by law.

For more information refer to Administrative Procedure 3522.1 and/or Bulletin B-17-97.

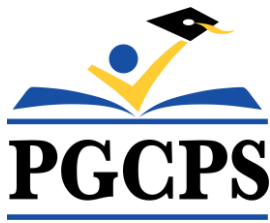


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FLYING STINGING INSECTS

As school begins again, so will a new season of flying stinging insects. These insects can become problematic for schools and offices. Following these tips to help protect students and staff from these unwanted pests.

1. Dumpsters must be thoroughly hosed down every night.
2. Keep dumpsters closed when not loading trash, and keep all trash inside dumpster.
3. Do not permit students or staff to stand or play in dumpster area.
4. Place a bee jar--with a small amount of orange juice--where bees are seen.
5. Empty and reuse bee jar often. Bee jars may be purchased or made.
6. Develop the habit of looking for nests daily. They can be knocked down easily when small.
7. Aerosols cannot be used to eliminate flying insects. The nest must be located and destroyed.
8. Ask your pest technician for more helpful hints.



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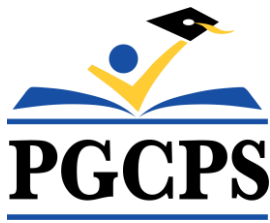
INTEGRATED PEST MANAGEMENT PROGRAM OVERVIEW

This overview of our Integrated Pest Management (IPM) program is a general guide (not all-inclusive) of what to expect when a pest controller conducts an inspection or responds to a reported pest problem. Buildings are scheduled for monthly inspections; however, you may contact Plant Operations, 301-952-6550, with questions or concerns at any time.

Maryland State law prohibits possession or use of pesticides on public school property by anyone other than a State-licensed pest technician; punishable by fines up to \$25,000.

Pest Technicians will:

1. Identify the pest to determine the appropriate course of action.
2. Find the cause of the infestation, such as food, water, access, clutter, or structural deficiencies.
3. Take or direct appropriate action to reduce infestation, i.e. seal, caulk, or use other means to block access into or throughout the building. Action to be accomplished by custodian or maintenance if the work order is required.
4. Place non-toxic monitors and explain responsibilities for required action, such as cleaning, removing clutter/boxes, removing food, etc. Building personnel is responsible for keeping personal space and common areas where food and drinks are consumed clean and tidy. Microwaves, refrigerators, dishes, sinks, etc., as in teachers' lounges, should be cleaned immediately after each use by the person who uses the area. Administrative offices, closets, classrooms, etc., should be kept clean and tidy by those individuals who use them, including students. Nothing should be stored on the floor; shelves should be provided to keep all boxes off the floor by six inches to permit thorough cleaning.
5. All findings will be written on the IPM report form including the level and type of infestation, cause, and corrective action required.
6. Use of non-toxic bait may be approved if monitors indicate infestation remains heavy after other methods fail. Re-inspection will be done to ensure corrective actions have been taken.
7. Pest technician will request approval for aerosol use if the above procedures prove ineffective or if students or staff are in immediate danger. Pesticides will be used after school hours, when the area is vacant, will remain vacant, is posted, and notification completed.
8. Principals or building administrators will be provided with a copy of the appropriate parental/staff/student notification. Notifications must be provided for each child/parent and staff at elementary or special centers. At secondary schools and offices, only those individuals who requested to be notified must be provided with the form (see Universal Notification).



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INTEGRATED PEST MANAGEMENT

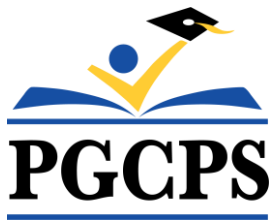
PLEASE POST FOR ALL CUSTODIANS.

**CUSTODIANS SHOULD TAKE THE FOLLOWING STEPS BEFORE
CALLING PLANT OPERATIONS TO REQUEST A PEST CONTROL
VISIT.**



AFTER FINDING AN INSECT PROBLEM OTHER THAN ROACHES:

- 1. Take A sample.**
- 2. Vacuum or clean to remove.**
- 3. Find the entry site or cause of infestation.**
- 4. Block or remove cause if possible.**
- 5. If necessary, create a work order and call maintenance.**

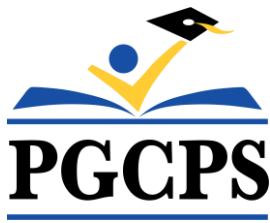


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KITCHEN AND CAFETERIA SANITATION GUIDELINES

These guidelines from operations are provided to remind school-based personnel of basic daily sanitation measures to reduce pest populations. Principals are requested to share this information with ALL staff to ensure compliance with school system and health department requirements.

- ❖ Loading docks must be clear of debris and washed, and dumpster lids must not be left open.
- ❖ Empty cartons upon delivery, break down and remove cartons from the building.
(Roaches live and breed in cardboard boxes and paper bags).
- ❖ Do not store items on the floor or against walls. There must be space to clean behind and under all items.
- ❖ All clutter must be removed from the building, such as non-working, non-used equipment, furniture, files, etc. (Warehouse truck may be required).
- ❖ Washroom and custodial closets must be clean and not used for general storage or clutter.
- ❖ Submit a work order for all loose floor tiles.
- ❖ Doors must self-close tightly. One-Quarter-inch or larger must be sealed. **(Work order required).**
- ❖ Door sweeps must be on all exterior doors to block access to the building. **(Work order required).**
- ❖ Cove base molding must be tight to the wall or removed. **(Work order may be required).**
- ❖ Storage rooms must be accessible to custodians and cleanable. Do not store clutter or debris.
- ❖ Check under shelves daily. The area must be clean and free of cobwebs, mouse droppings, dead insects, etc.
- ❖ Caulk around bulletin boards on walls, clocks, electrical panels, windows, and pipes.
- ❖ Pipes or conduits that go through ceilings or walls must be caulked.



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KITCHEN CLEANING

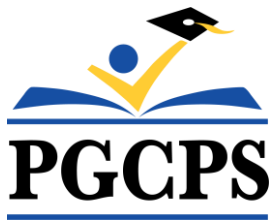
The following instructions shall be followed by all building supervisors to ensure thorough cleaning of the kitchen immediately after the end of summer school programs with food service. If there is no use of the kitchen during summer, complete a thorough cleaning immediately after the close of school.

This will allow our pest technicians to inspect the kitchens to ensure insect or rodent infestations do not occur over the summer months.

- ❖ High cleaning walls
- ❖ Light fixtures & lights
- ❖ Change bad ceiling tiles
- ❖ Ceiling vents, exhaust fans
- ❖ Door jams
- ❖ Storage room - especially door jams
- ❖ Venetian blinds, windows, and sills
- ❖ Hood, hood filter, and lights
- ❖ Baseboards
- ❖ Wall and floor junction especially under equipment
- ❖ Lavatories
- ❖ Floor drain - open, clean, and leave open
- ❖ Grease trap
- ❖ Floors
- ❖ Prepare maintenance work orders as needed.

Call your Chief Building Supervisor to report when completed. This should be completed prior to June 30 or at the end of any food service summer program.

- ❖ Uninvents and water fountain panels must be removed, vacuumed, and replaced.
- ❖ Vending machines must be kept clean inside and moved from walls to clean behind and under.
- ❖ All interior and exterior holes larger than one-quarter inch must be sealed. (Work order may be required).
- ❖ Mouse droppings must be removed each morning, especially from behind equipment and along floor and wall juncture.
- ❖ Place sticky traps to monitor insects or where there is evidence of mice.
- ❖ Floor and wall juncture and comers must be swept daily by food service personnel and mopped by custodial personnel to be free from dirt, wax buildup, and dead insects.



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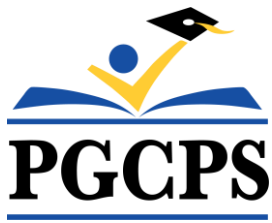
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PEST SIGHTINGS LOG SHEET

SCHOOL: _____

DATE/ TIME	TEACHER/ ROOM/ LOCATION	TYPE OF PEST	INITIAL



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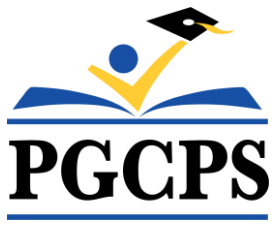
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LOCATION OF MICROWAVES, REFRIGERATORS, AND OTHER ELECTRICAL APPLIANCES

SCHOOL: _____ DATE: _____

ROOM	Microwave	Refrigerator	Other	Other	Initial



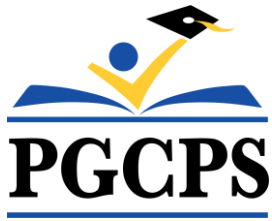
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(This sheet is to be completed by the Building Supervisor and kept in Pest Control Book at each school.)

Date	Classroom Storage Closet	No. of Traps Placed	No. of Rodents Caught	Work Order Number	Comments



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Department of Plant Operations
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Maryland Poison Center
UNIVERSITY OF MARYLAND SCHOOL OF PHARMACY

1-800-222-1222