

## APPENDICES

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### FORMS

- ▶ Sample IPM policy for ECE programs
  - ▶ Sample letter explaining annual written notification requirement
  - ▶ Individual Parent/staff application to be enrolled in the notification registry
  - ▶ Sample letter to parents and staff re: Annual notification of planned pesticide use
  - ▶ Sample 72 hour notice of specific pesticide application
  - ▶ Sample warning signs to be displayed on property
  - ▶ Sample Pest Monitoring Log
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### LIST OF TOOLKIT'S COMPLIMENTARY MATERIALS

- ▶ **CCHP Health and Safety Notes**  
The following *CCHP Health and Safety Notes* on individual pests can be found online at: [www.ucsfchildcarehealth.org/html/pandr/hsnotesmain.htm](http://www.ucsfchildcarehealth.org/html/pandr/hsnotesmain.htm)
  - ▷ IPM for Ants
  - ▷ IPM for Cockroaches
  - ▷ IPM for Head Lice
  - ▷ IPM for Molds and Mildew
  - ▷ IPM for Mosquitoes
  - ▷ IPM for Rodents
  - ▷ Green Cleaning in Child Care
  - ▷ Sanitizing Safely and Effectively
  - ▷ IPM for Slugs and Snails
  - ▷ IPM for Spiders
  - ▷ IPM for Yellowjackets
- ▶ **Fact Sheets for Families**  
The following *CCHP Fact Sheets for Families* can be found online at: [www.ucsfchildcarehealth.org/html/pandr/factsheetsmain.htm](http://www.ucsfchildcarehealth.org/html/pandr/factsheetsmain.htm)
  - ▷ IPM for Ants
  - ▷ IPM for Headlice
- ▶ **Posters**
  - ▷ IPM in Indoor Early Care and Education Environment
  - ▷ IPM in Outdoor Early Care and Education Environment
  - ▷ How to Read a Pesticide Label
  - ▷ Exempt and Nonexempt Pesticides
- ▶ **IPM Checklist for Early Care and Education Programs**



## SAMPLE IPM POLICY FOR ECE PROGRAMS\*

[NAME OF PROGRAM] [DATE]

### Purpose

This policy supports the use of an integrated pest management (IPM) approach in our ECE Program to comply with the 2007 California Law that extends the Healthy Schools Act to child care centers.

### Policy

[NAME OF PROGRAM], will implement and practice IPM to manage pests in the buildings and grounds to minimize the exposure of children and staff to pesticides. California state law encourages licensed ECE centers to practice IPM and requires centers to notify all parents and staff before pesticides are applied inside or outside the facility (see *Sample 72-Hour Notice of Specific Application on page 38*). In accordance with the Healthy Schools Act, the center will:

- ▶ **notify** parents and staff in writing every year
    - ▷ What pesticides are expected to be applied by center staff or a PMP in the upcoming year.
  - ▶ **provide parents and staff with the website** address of the California Department of Pesticide Regulation's School IPM Program, [apps.cdpr.ca.gov/schoolipm/](http://apps.cdpr.ca.gov/schoolipm/)
  - ▶ **maintain a registry** of parents and staff who want to be notified, ahead of time, each time a pesticide is used.
  - ▶ **notify parents of pesticide applications.** Parents and staff who enroll in the registry will be notified of individual pesticide applications on the program site at least 72 hours before the application, which will include the name of the pesticide, active ingredient(s) in the product, and date the pesticide is to be applied.
  - ▶ **post warning signs.** Warning signs will be posted around each area where pesticides will be applied. These signs will be in place 24 hours before and stay in place 72 hours after pesticides are used. These signs will be large enough that they prevent any adult from accidentally entering areas where pesticides have been used. (See *Sample Warning Sign on page 39*.)
- ▶ **keep records** of which pesticides have been used at the program site for the past four years and the records will be available to anyone who asks to see them.

### Pests

Our IPM policy is to actively work at reducing the presence of harmful pests in the facility. Pests can pose hazards to human health and the environment and damage property.

### Pesticides

Our IPM policy is to minimize potential exposure of children, staff and visitors to pesticides in our environment. Exposure to pesticides can pose a health risk to children, staff, and others. Regularly scheduled applications of harmful pesticides are not permitted under this IPM policy.

### Integrated Pest Management (IPM) Program

Our IPM program will include the following:

- ▶ Regular monitoring to identify pest problems.
- ▶ Preventive actions to reduce future pest problems.
- ▶ Preference for the use of nonchemical management practices to address pest problems.
- ▶ When necessary, use of least-hazardous pesticides after nonchemical management practices have failed.
- ▶ Training for staff and parents on IPM practices.
- ▶ Designating an IPM Coordinator for our site who will be responsible for overseeing the implementation of IPM practices.
- ▶ Use of the *CCHP Health and Safety Notes* and UC Davis IPM website (see *Resources*) for action plans on individual pests.
- ▶ Assess the ECE center's environment using the IPM Checklist annually.

### Pest Management Professionals (PMP)

Any PMP hired to provide pest management or other services must comply with this IPM program and notification policy and be knowledgeable about IPM practices, the requirements of the Healthy Schools Act and use of IPM. PMPs must refrain from routine pesticide spraying, provide detailed service reports with each visit and give recommendations for pest prevention.

\*This policy reflects the best practices on IPM as of April 2010.

## SAMPLE LETTER EXPLAINING ANNUAL WRITTEN NOTIFICATION REQUIREMENT

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[DATE]

[ECE CENTER NAME] is required by the Healthy Schools Act to provide information to parents and guardians about nonexempt pesticides we expect to use in the coming year. This notification will include the pesticide name, active ingredient(s), and information on pesticides and their alternatives.

[ECE CENTER NAME] uses an integrated pest management (IPM) approach to managing ants, rodents and other pests. Our goal is to protect the health of our children and staff and the environment by reducing pesticide use. Prevention is critical to this approach, and we work hard to keep pests out of our building, and remove their access to food, water and shelter.

When pests enter our facility, our staff tries to use nonchemical and least-harmful methods to deal with them. Occasionally, we use pesticides to manage these pest problems. Pesticides are only used as a last resort. Certain pesticides, such as self-contained baits or traps, and gels or pastes used in cracks and crevices, are exempt from the requirements of the Healthy Schools Act. They are applied in ways that limit children's exposure and contain non-toxic or least harmful substances.

Parents and guardians may also request to be notified about individual pesticide applications throughout the year. Beginning [DATE], parents and guardians who choose to be included in this registry will be notified at least 3 days before nonexempt pesticides (such as sprays and foggers) are applied. If you would like to be notified every time a nonexempt pesticide is applied, please complete and return the attached form and return it to [NAME OF ECE CENTER IPM COORDINATOR, ADDRESS].

For more information on pesticides and integrated pest management see The Department of Pesticide Regulation's School Integrated Pest Management Website at: [apps.cdpr.ca.gov/schoolipm/childcare](https://apps.cdpr.ca.gov/schoolipm/childcare) or The California Childcare Health Program's IPM Toolkit for Early Care and Education Programs at: [www.ucsfchildcarehealth.org/html/pandr/trainingcurrmain.htm](http://www.ucsfchildcarehealth.org/html/pandr/trainingcurrmain.htm)

If you have any questions, please contact [NAME OF ECE CENTER IPM COORDINATOR] at [PHONE NUMBER].

Sincerely,

[POSITION AT ECE CENTER]

[NAME OF ECE CENTER]

[CONTACT PHONE NUMBER AND EMAIL]

# PARENT/STAFF APPLICATION TO BE ENROLLED IN THE NOTIFICATION REGISTRY

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## REQUEST BY PARENT TO SUBSCRIBE TO REGISTRY IN ORDER TO RECEIVE NOTIFICATION OF INDIVIDUAL PESTICIDE APPLICATION

[NAME OF ECE CENTER]

I understand that, upon request, the child care center listed above is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at the site listed above.

I would prefer to be contacted by (circle one):                      **U.S. Mail**                      **Email**                      **Phone**

Please print neatly:

**Date:** \_\_\_\_\_

**Child's name:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Day Phone:** (    ) \_\_\_\_\_                      **Evening Phone:** (    ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Return to:** \_\_\_\_\_

[NAME OF ECE CENTER]

[IPM COORDINATOR]

[ADDRESS]

# SAMPLE LETTER: ANNUAL NOTIFICATION OF PLANNED PESTICIDE USE

[DATE]

Dear Parent or Guardian of [INSERT CHILD'S NAME],

The Healthy Schools Act of 2000, as amended in 2007, requires all California child care centers to notify parents and guardians of nonexempt pesticides that they expect will be applied during the upcoming year. We want to notify you that the following pesticides will be used at your child's center this year:

Name of Pesticide Product	Active Ingredient(s)
1	
2	
3	
4	
5	
6	

You can find more information regarding these pesticides and pesticide use reduction at DPR's Child Care IPM—Growing Up Green website at: [www.cdpr.ca.gov/schoolipm/childcare](http://www.cdpr.ca.gov/schoolipm/childcare)

If you have any questions, please contact [ECE CENTER IPM COORDINATOR, \_\_\_\_\_] at [PHONE \_\_\_\_\_].

Sincerely,

[POSITION AT ECE CENTER]

[NAME OF ECE CENTER]

[CONTACT PHONE NUMBER AND EMAIL]

# SAMPLE 72 HOUR NOTICE OF SPECIFIC PESTICIDE APPLICATION

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[DATE]

Dear Parent or Guardian of [INSERT CHILD'S NAME],

At your request, we are writing to notify you about a specific pesticide application(s) at your child's child care center, \_\_\_\_\_ . Please see below for detailed information. If you would like to see the Material Safety Data Sheet for this chemical, it is available at [ECE PROGRAM LOCATION]. If you have any questions, please contact [NAME OF ECE PROGRAM, IPM COORDINATOR] at [PHONE].

Sincerely,

[POSITION AT ECE CENTER]

[NAME OF ECE CENTER]

[CONTACT PHONE NUMBER AND EMAIL]

## NOTICE OF PESTICIDE APPLICATION

Date Form Completed: \_\_\_\_\_

Name of Child Care Center: \_\_\_\_\_

Location of Planned Pesticide Application: \_\_\_\_\_

Building Name/Number: \_\_\_\_\_

Playground or Grounds Area: \_\_\_\_\_

Name of Pesticide Product to Be Applied: \_\_\_\_\_

Active Ingredient(s): \_\_\_\_\_

Planned Date/Time of Pesticide Application: \_\_\_\_\_

For more information regarding these pesticides and pesticide use reduction, visit the Department of Pesticide Regulation's School Integrated Pest Management (IPM) website at: [apps.cdpr.ca.gov/schoolipm](https://apps.cdpr.ca.gov/schoolipm).

# WARNING



# Pesticide Treated Area

Name of Pesticide Product(s)	Manufacturer & Registration Number	Application Date	Treated Areas & Reason Why

Child Care Center Name: \_\_\_\_\_

For More Information Ask For: \_\_\_\_\_  
NAME TITLE

**Do not play on the treated area. Wash your hands and exposed skin if you touch the treated area.**

# SAMPLE PEST MONITORING LOG

DATE AND TIME	PEST SEEN AND NUMBER	PERSON WHO SAW PEST	LOCATION (ROOM #)	RECOMMENDED ACTIONS	DATE ACTIONS COMPLETED