

HEALTHY SCHOOLS ACT COMPLIANCE PACKET FOR CHILD CARE CENTERS

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HEALTHY SCHOOLS ACT REQUIREMENTS

FOR SCHOOLS AND CHILD CARE CENTERS

Identify school designee

- choose a person (at the center, school, or district level) to make sure the requirements of the Healthy Schools Act (HSA) are met
 - also known as the Integrated Pest Management (IPM) Coordinator
-

NEW as of January 1, 2015:

NEW Develop an IPM plan*

- create an IPM plan using the template for an IPM plan provided by the Department of Pesticide Regulation (DPR); or get your IPM plan approved by DPR
 - post the IPM plan on the center, school, or district Web site; if you do not have a Web site send the IPM plan to all parents, guardians, and staff with the annual written notification
 - the IPM plan must be available to view in the center or school office
 - the Web site for the IPM plan must be included in the annual written notification
 - the template for an IPM plan will be available on the DPR School IPM Web site¹ by January 2015
-

Provide annual written notification*

- send all parents, guardians, and staff a written notification of pesticide products expected to be applied at schools and child care centers (schoolsites) during the year
 - provide product name, active ingredient, Web site for the IPM plan, and the DPR School IPM Web site
 - the notification must also inform parents, guardians, and staff that the IPM plan is available to view in the center or school office
 - if you hire a pest control business, include any pesticides they may use
 - if a product not included in the annual notification is used, give written notification to all parents, guardians, and staff at least 72 hours before application
-

Establish individual notification registry*

- allow all parents, guardians, and staff the opportunity to register to be notified before each pesticide application
 - notify everyone on the registry about individual pesticide applications at least 72 hours before each application
 - provide product name, active ingredient, and intended date of application
-

Post warning signs*

- post warning signs at each area where pesticides will be applied so that they are visible to anyone entering the area
 - post signs at least 24 hours before and leave up at least 72 hours after an application
 - signs must read "*Warning-Pesticide Treated Area*" and include product name, manufacturer's name, U.S. EPA registration number, scheduled date and areas of application, and reason for application
-

¹Visit DPR's School IPM Web site: www.cdpr.ca.gov/schoolipm/ for more detailed information about the Healthy Schools Act (HSA), as well as sample forms for meeting the requirements of the HSA.

Keep records*

- keep records of all pesticide applications for four years at each schoolsite
 - records must include product name, manufacturer's name, U.S. EPA registration number, date and areas of application, reason for application, and amount used
 - make records available to the public when requested
-

NEW

Send pesticide use reports to DPR*

NEW as of January 1, 2015:

- send pesticide use reports for pesticide applications made by schoolsite employees
 - to DPR annually or more frequently
 - submit reports no later than January 30 for the previous year (for example, submit your 2015 reports no later than January 30, 2016)
 - use the DPR form HSA-118 (Pesticide Use Reporting For School And Child Care Employees) which will be available on the DPR School IPM Web site in January 2015
 - **DO NOT** submit pesticide use reports for pesticides applied by contractors; they will submit their reports to DPR
-

Don't use prohibited pesticides

- pesticides with inactive registrations or that are on the *List of Pesticide Products Prohibited from Use in Schools and Child Care Facilities* cannot be used on schoolsites
 - this list is posted on the DPR School IPM Web site
 - always check this list prior to using a new pesticide product
 - check the DPR product database at www.cdpr.ca.gov/docs/label/labelque.htm before using old products to verify that the registration is still active
-

NEW

Complete IPM training

NEW as of July 1, 2016:

- take a DPR-approved training course before applying pesticides, and renew annually
 - the list of DPR-approved courses meeting this requirement will be available on the DPR School IPM Web site in spring 2016
 - this training is required for the IPM coordinator and anyone who will apply pesticides (including disinfectants) at the schoolsite
 - the training must focus on schoolsite IPM and the safe use of pesticides in relation to the unique nature of schoolsites and children's health, and is in addition to the required annual pesticide safety training
-

*The HSA exempts certain types of reduced-risk pesticides from the IPM plan, notification, posting, recordkeeping, and reporting requirements. These reduced-risk pesticides include self-contained baits or traps, gels or pastes used for crack-and-crevice treatments, antimicrobials, and pesticides exempt from registration under the Federal Insecticide, Fungicide, and Rodenticide Act (Education Code Section 17610.5). To determine whether a product is exempt, or not, read the label carefully, and consult DPR's *Exempt Pesticides Worksheet* on the DPR School IPM Web site.

Child Care Center Integrated Pest Management Plan

When completed, this template meets the Healthy Schools Act requirement for an integrated pest management (IPM) plan. An IPM plan is required if a child care center uses pesticides¹.

Contacts

Child Care Center Name _____ Address _____

Center IPM Coordinator _____ IPM Coordinator's Phone Number _____ Email Address _____

IPM statement

It is the goal of _____ to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

Our pest management objectives are to: *(Example: Focus on long-term pest prevention)*

IPM team

In addition to the IPM Coordinator, other individuals who are involved in purchasing, making IPM decisions, applying pesticides, and complying with the Healthy Schools Act requirements, include:

| Name and/or Title | Role in IPM program |
|-------------------|---------------------|
| | |
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| | |

Pest management contracting

Pest management services are contracted to a licensed pest control business.

Pest Control Business name(s): _____

Prior to entering into a contract, the child care center has confirmed that the pest control business understands the training requirement and other requirements of the Healthy Schools Act.

Pest identification, monitoring and inspection

Pest identification is done by: _____
(Example: College/University staff, Pest Control Business, etc.)

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by _____ and results are communicated to the IPM Coordinator.

(Example: Center staff title, e.g. Custodial staff)

Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include:

(Example: Sticky monitoring boards are placed in the kitchen and are checked weekly by custodial staff.)

Pests and non-chemical management practices

This child care center has identified the following pests and routinely uses the following non-chemical practices to prevent pests from reaching the action level:

| Pest | Remove food | Fix leaks | Seal cracks | Install barriers | Physical removal | Traps | Manage irrigation | Other |
|------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------|
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Chemical pest management practices

If non-chemical methods are ineffective, the child care center will consider pesticides only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment.

This child care center expects the following pesticides (pesticide products and active ingredients) to be applied during the year. (This list includes pesticides that will be applied by child care center staff or licensed pest control businesses.):

Healthy Schools Act

- This child care center complies with the notification, posting, recordkeeping, and all other requirements of the Healthy Schools Act. (Education Code Sections 17608 - 17613, 48980.3; Food & Agricultural Code Sections 13180 - 13188)

Training

Every year child care center employees who make pesticide applications receive the following training prior to pesticide use:

- Pesticide specific safety training (Title 3 California Code of Regulations 6724)
- School IPM training course approved by the Department of Pesticide Regulation (Education Code Section 16714; Food & Agricultural Code Section 13186.5).

Submittal of pesticide use reports

- Reports of all pesticides applied by center staff during the calendar year, except pesticides exempt¹ from HSA recordkeeping, are submitted to the Department of Pesticide Regulation at least annually, by January 30 of the following year, using the form provided at www.cdpr.ca.gov/schoolipm. (Education Code Section 16711)

Notification

This child care center has made this IPM plan publicly available by the following methods (check at least one):

- This IPM plan can be found online at the following web address: _____
- This IPM plan is sent out to all parents, guardians and staff annually.

Review

- This IPM plan will be reviewed (and revised, if needed) at least annually to ensure that the information provided is still true and correct.

Date of next review: _____

I acknowledge that I have reviewed this child care center's IPM Plan and it is true and correct.

Signature: _____ Date: _____

¹ These pesticides are exempt from all Healthy Schools Act requirements, except the training requirement: 1) products used in self-contained baits or traps, 2) gels or pastes used as crack and crevice treatments, 3) antimicrobials, and 4) pesticides exempt from U.S. EPA registration. (Education Code Section 17610.5)

Dear Parent or Guardian,

The Healthy Schools Act requires all California licensed child care centers to notify parents and guardians of pesticides they expect to apply during the year. We expect to use the following pesticides in your center this year:

| Name of Pesticide (Common Name) | Active Ingredient(s) |
|---------------------------------|----------------------|
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You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at www.cdpr.ca.gov.

You may view a copy of the center's integrated pest management plan in the center's office. It is located online at:

If you have any questions, please contact:

SAMPLE LETTER EXPLAINING INDIVIDUAL APPLICATION REGISTRY FOR PARENTS

Dear Parent or Guardian,

The Healthy Schools Act requires that all child care centers provide parents or guardians of students with annual written notification of expected pesticide use at the center. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives.

Parents or guardians may request prior notification of individual pesticide applications at the child care center. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and mail it to:

[CENTER OFFICIAL, ADDRESS]

If you have any questions, please contact [CENTER OFFICIAL]

at [PHONE]

Sincerely,
[NAME OF CENTER DIRECTOR]

SAMPLE

Request for Individual Pesticide Application Notification

[NAME OF CHILD CARE CENTER]

I understand that, upon request, the child care center 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 this center.

I would prefer to be contacted by (check one): U.S. Mail E-mail Phone

Please print neatly:

Name of Parent/Guardian: _____ Date: _____

Address: _____

Day Phone:() _____ Evening Phone:() _____

E-mail: _____

Return to: [CENTER CONTACT NAME]

Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires that all child care centers provide parents or guardians of students with annual written notification of expected pesticide use at the center. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives.

Parents or guardians may request prior notification of individual pesticide applications at the center. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and mail it to:

If you have any questions, please contact

Sincerely,

Request for Individual Pesticide Application Notification

I understand that, upon request, the child care center 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 this center.

I would prefer to be contacted by (check one): U.S. Mail E-mail Phone

Please print neatly:

Name of Parent/Guardian: _____ Date: _____

Address: _____

Day Phone:() _____ Evening Phone:() _____

E-mail: _____

Return to:

Sample notice for specific pesticide application

Dear Parent or Guardian,

At your request, we are writing to notify you about a specific pesticide application(s) at your child care center. Please see below for detailed information. If you would like to see the Safety Data Sheet for this chemical, it is available at

[CENTER LOCATION]

If you have any questions, please contact

[CENTER DIRECTOR NAME]

at [PHONE].

SAMPLE

Sincerely,

[NAME OF CENTER DIRECTOR]

Notice of Pesticide Application

Date Form Completed: _____

Center Name: _____

Location of Planned Pesticide Application: _____

Building Name/Number: _____

Playground or Grounds Section: _____

Name of Pesticide 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 Web site at <http://www.cdpr.ca.gov> and click Child Care IPM.

WARNING: PESTICIDE TREATED AREA

Name of Pesticide: _____

Name of Manufacturer: _____

US EPA Registration No.: _____

Intended Application Date _____

Treated Areas _____

Actual Application Date _____

Reason for Treatment _____

For more information about this pesticide application contact:

Name _____

Title _____

For recordkeeping purposes per the Healthy Schools Act: Amount of Pesticide Used _____

PESTICIDE USE REPORTING FOR SCHOOL AND CHILD CARE CENTER EMPLOYEES

STATE OF CALIFORNIA
DPR-HSA-118 (REV. 01/15)
Page 1 of 2

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT & LICENSING BRANCH

| APPLICATION YR | SCHOOL DESIGNEE /IPM COORDINATOR | DISTRICT/CENTER NAME | LICENSE /CERTIFICATE NUMBER (optional) | REPORT PREPARED BY: | | CITY | PHONE NUMBER |
|--|----------------------------------|-----------------------------------|---|--|---|--|---------------------------------------|
| | | E-MAIL ADDRESS | | | | | |
| Name & Address AND Specify if School or Child Care Center School CDS # /Child Care Center # | County | Date & Time Application Completed | Location Code (# or name from list on back) | Manufacturer & Name of Product Applied | EPA/California Registration Number from Label | Amount Used (and check one unit of measure) | Pest Control Code (from list on back) |
| <input type="checkbox"/> School <input type="checkbox"/> Child Care | | | | | | <input type="checkbox"/> LB <input type="checkbox"/> OZ (Vol.) <input type="checkbox"/> OZ (Wt.) <input type="checkbox"/> PT <input type="checkbox"/> QT <input type="checkbox"/> GA <input type="checkbox"/> ML <input type="checkbox"/> KG <input type="checkbox"/> L <input type="checkbox"/> GR | <input type="checkbox"/> |
| <input type="checkbox"/> School <input type="checkbox"/> Child Care | | | | | | <input type="checkbox"/> LB <input type="checkbox"/> OZ (Vol.) <input type="checkbox"/> OZ (Wt.) <input type="checkbox"/> PT <input type="checkbox"/> QT <input type="checkbox"/> GA <input type="checkbox"/> ML <input type="checkbox"/> KG <input type="checkbox"/> L <input type="checkbox"/> GR | <input type="checkbox"/> |
| <input type="checkbox"/> School <input type="checkbox"/> Child Care | | | | | | <input type="checkbox"/> LB <input type="checkbox"/> OZ (Vol.) <input type="checkbox"/> OZ (Wt.) <input type="checkbox"/> PT <input type="checkbox"/> QT <input type="checkbox"/> GA <input type="checkbox"/> ML <input type="checkbox"/> KG <input type="checkbox"/> L <input type="checkbox"/> GR | <input type="checkbox"/> |
| <input type="checkbox"/> School <input type="checkbox"/> Child Care | | | | | | <input type="checkbox"/> LB <input type="checkbox"/> OZ (Vol.) <input type="checkbox"/> OZ (Wt.) <input type="checkbox"/> PT <input type="checkbox"/> QT <input type="checkbox"/> GA <input type="checkbox"/> ML <input type="checkbox"/> KG <input type="checkbox"/> L <input type="checkbox"/> GR | <input type="checkbox"/> |

Use this form to report ONLY pesticide applications made by employees and unlicensed persons at schools and child care centers. DO NOT report pesticide use by pest management professionals contracted to apply pesticides at schoolsites. They will report their own use. Report must be submitted no later than January 30th of the year following the year of use to: School Pesticide Use Reporting, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015

TYPES OF PEST CONTROL CODES:

Code 10 - Structural Pest Control..... Includes pest control work performed within or on buildings or other structures, not including vertebrate pest control
 Code 30 - Landscape Maintenance Pest Control..... Includes pest control work performed on landscape plantings around buildings, not including vertebrate pest control
 Code 80 - Vertebrate Pest Control..... Includes pest control work in school buildings or landscapes for managing vertebrates such as rats, mice, gophers, and ground squirrels

LOCATION CODES:

- | | | | | |
|-----------------------|---|------------------------|----------------------|----------------------------|
| 1 Administration Bldg | 5 Cafeteria/Kitchen | 9 Landscape (indoor) | 12 Locker Room | 16 Restroom |
| 2 Athletic Field | 6 Classroom | 10 Landscape (outdoor) | 13 Multipurpose Room | 17 Vehicle |
| 3 Auditorium | 7 Gymnasium | 11 Library | 14 Playground | 18 Multiple Locations |
| 4 Bldg. Exterior | 8 Hardscape (parking lot, sidewalk, etc.) | | 15 Pool | 19 Other (Please indicate) |

Notes for recordkeeping (this section is optional and can be used for your recordkeeping needs)

Reasons for application (required for Healthy Schools Act (HSA) recordkeeping).

| | |
|----------------|--|
| Application 1: | |
| Application 2: | |
| Application 3: | |
| Application 4: | |
| Application 5: | |

This form, when filled out completely, can be used as the pesticide use record required under the HSA.

CHILD CARE CENTER LICENSING REGULATIONS

GENERAL SANITATION FOR INFANT CARE

| AREA | FREQUENCY | PROCESS |
|----------------------|----------------|-----------------------|
| Diaper changing area | After each use | Clean, disinfect |
| Mouthed objects | Daily | Clean, disinfect |
| Floors (not carpet) | Daily | Sweep, mop, disinfect |
| Carpet, rug | Daily | Vacuum |
| Walls, partitions | Weekly | Clean, disinfect |
| Carpet | 2x/year | Clean |

GENERAL SANITATION, NOT INFANT CARE

| AREA | FREQUENCY | PROCESS |
|---|---------------------|------------------|
| Napping equipment | Weekly or if soiled | Clean, disinfect |
| Entire center | As needed | Clean, sanitize |
| Toilets, handwashing and bathing facilities | As needed | Sanitize |
| Bedding | Weekly | Clean |
| Floors | As needed | Clean |
| Napping equipment | Weekly or if soiled | Clean, disinfect |

REQUISITOS DE LA LEY DE ESCUELAS SALUDABLES

PARA ESCUELAS Y CENTROS DE CUIDADO INFANTIL

Identifique a la persona designada por la escuela

- Elija una persona (a nivel del centro, la escuela o el distrito) para asegurarse de que se cumplan los requisitos de la Ley para "Escuelas Saludables" (Healthy Schools Act, HSA).
- También se le conoce como Coordinador de Manejo Integral de Plagas (Integrated Pest Management, IPM).

NEW
Elabore un plan de IPM*

NUEVO a partir del 1.º de enero de 2015:

- Cree un plan de IPM con la plantilla para el plan de IPM proporcionada por el Departamento de Reglamentación de Pesticidas (Department of Pesticide Regulation, DPR) o reciba la aprobación de su plan de IPM por parte del DPR.
- Publique el plan de IPM en el sitio web del centro, escuela o distrito; si no tiene un sitio web, envíe el plan de IPM a todos los padres, los tutores y el personal con el aviso por escrito anual.
- El plan de IPM debe estar disponible para verlo en la oficina del centro o de la escuela.
- El sitio web del plan de IPM debe incluirse en el aviso por escrito anual.
- La plantilla para un plan de IPM estará disponible en el sitio web del IPM para escuelas del DPR¹ a más tardar en enero de 2015.

Proporcione un aviso por escrito anual*

- Envíe a los padres, a los tutores y al personal un aviso por escrito de los productos pesticidas que se aplicarán en las escuelas y en los centros de cuidado infantil (planteles escolares) durante el año.
- Proporcione el nombre del producto, el ingrediente activo, el sitio web del plan de IPM y el sitio web del IPM para escuelas del DPR.
- El aviso también debe informar a los padres, a los tutores y al personal que el plan de IPM está disponible para verlo en la oficina del centro o de la escuela.
- Si contrata un negocio de control de plagas, incluya todos los pesticidas que pudieran usar.
- Si se usa un producto que no se incluye en el aviso anual, envíe a los padres, a los tutores y al personal un aviso por escrito al menos 72 horas antes de la aplicación.

Establezca un registro de avisos individuales*

- Dé a los padres, a los tutores y al personal la oportunidad de registrarse para que se les notifique antes de cada aplicación de pesticida.
- Avise a todas las personas del registro sobre las aplicaciones individuales de pesticidas al menos 72 horas antes de cada aplicación.
- Proporcione el nombre del producto, el ingrediente activo y la fecha prevista de la aplicación.

Coloque letreros de advertencia*

- Coloque letreros de advertencia en cada área donde se aplicarán pesticidas de manera que todas las personas que ingresan al área puedan verlos.
- Coloque los letreros al menos 24 horas antes y déjelos hasta 72 horas después de la aplicación.
- Los letreros deben decir: "Advertencia: área tratada con pesticidas" e incluir el nombre del producto, el nombre del fabricante, el Número de Registro de la EPA Federal, la fecha programada y las áreas de aplicación, y los motivos de la aplicación.

¹Visite el sitio web del IPM para escuelas del DPR: www.cdpr.ca.gov/schoolipm/ para obtener información más detallada sobre la Ley para "Escuelas Saludables" (HSA), además de formularios de muestra para cumplir los requisitos de la HSA.