HEALTHY SCHOOLS ACT COMPLIANCE PACKET FOR CHILD CARE CENTERS

Contents

• HSA Requirements for Child Care Centers

• IPM Plan Template for Child Care Centers

• Annual notification form

• Individual application registry

• Individual notification form

• Pesticide application warning form

• Pesticide use report form
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:

- 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 site 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 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** 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

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](http://www.cdpr.ca.gov/docs/label/labelque.htm) before using old products to verify that the registration is still active

**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 pesticides.

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:

<table>
<thead>
<tr>
<th>Name and/or Title</th>
<th>Role in IPM program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Pest</th>
<th>Remove food</th>
<th>Fix leaks</th>
<th>Seal cracks</th>
<th>Install barriers</th>
<th>Physical removal</th>
<th>Traps</th>
<th>Manage irrigation</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Name of Pesticide (Common Name)</th>
<th>Active Ingredient(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:
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:

[CENTRE OFFICIAL, ADDRESS]

If you have any questions, please contact [CENTRE OFFICIAL] at [PHONE]

Sincerely,

[NAME OF CENTER DIRECTOR]

---

**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 Material Safety Data Sheet for this chemical, it is available at [CENTER LOCATION]

If you have any questions, please contact [CENTER DIRECTOR NAME] at [PHONE].

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.
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 Material Safety Data Sheet for this chemical, it is available at

If you have any questions, please contact

Sincerely,

__________________________________________

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__________________________
<table>
<thead>
<tr>
<th>Name &amp; Address AND Specify if School or Child Care Center</th>
<th>County</th>
<th>Date &amp; Time Application Completed</th>
<th>Location Code (# or name from list on back)</th>
<th>Manufacturer &amp; Name of Product Applied</th>
<th>EPA/California Registration Number from Label</th>
<th>Amount Used (and check one unit of measure)</th>
<th>Pest Control Code (from list on back)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LB</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OZ (vol)</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PT</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>QT</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LB</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OZ (wt.)</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PT</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>QT</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LB</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OZ (vol)</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PT</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>QT</td>
<td></td>
</tr>
</tbody>
</table>

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