

HEALTHY SCHOOLS ACT COMPLIANCE PACKET FOR CHILD CARE CENTERS

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HEALTHY SCHOOLS ACT REQUIREMENTS FOR CHILD CARE CENTERS¹

Identify school designee

- Choose a center employee who will make sure the requirements of the Healthy Schools Act (HSA) are met when pesticides are used at your center.
- Designee will hold the title of “Integrated Pest Management (IPM) Coordinator”.

Develop an IPM plan

- Create an IPM plan using the Department of Pesticide Regulation (DPR) IPM Plan template available on the DPR School and Child Care IPM website; or get a self-drafted center IPM plan approved by DPR.
- Post the IPM plan on your center’s website.
- If your center does not maintain a website, you may provide printed copies of 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 office.
- The center must review, update, and distribute IPM plans every year.
- Exempt pesticides are not required to be in the plan.

Provide annual written notification

- Send parents, guardians, and staff a written notification of pesticides you expect to apply at your center during the year.
- Pesticides that pest management contractors plan to apply must also be included.
- Notification must include a list of pesticide names and active ingredients, the website address for the IPM plan, and the DPR School and Child Care IPM website.
- Notification must also inform parents, guardians, and staff that the IPM plan is available in the center office.
- If a pesticide not included in the annual notification must be used, provide written notification to all parents, guardians, and staff 72 hours in advance.
- Exempt pesticides are not required to be included in the annual notification.

Establish individual notification registry

- Establish a registry for all interested parents, guardians, and staff to sign up and receive notifications of individual pesticide applications.
- Notify registrants about individual pesticide applications at least 72 hours in advance.
- Provide pesticide name, active ingredient, and intended date of application.
- Exempt pesticide applications do not require individual notifications.

Post warning signs

- Post signs where you will apply pesticides.
- Signs must go up at least 24 hours before and remain for 72 hours after application.
- Signs must read “*Warning-Pesticide Treated Area*” and include pesticide name, manufacturer’s name, U.S. EPA registration number, scheduled date and areas of application, and reason for application.
- Warning signs are not required when exempt pesticides are applied.

¹Family day care homes are exempt from all Healthy Schools Act Requirements.

HEALTHY SCHOOLS ACT REQUIREMENTS FOR CHILD CARE CENTERS¹

Keep records

- Keep records of pesticide applications made by center staff and pest management contractors for at least four years.
- Records must include pesticide name, manufacturer's name, U.S. EPA registration number, date and areas of application, reason for application, and amount used.
- Records must be available to parents, guardians, and staff.
- Exempt pesticide application recordkeeping is not required.

Send pesticide use reports to DPR

- Send pesticide use reports for pesticide applications made by center employees to DPR at least once per year.
- Submit reports no later than January 30 for the previous year (i.e., submit your 2017 reports no later than January 30, 2018).
- Use the form DPR-HSA-118 (Pesticide Use Reporting for School and Child Care Employees), available on the DPR School and Child Care IPM website.
- Pest management contractors are required to submit their own reports; centers are not responsible for reporting what contractors have applied.
- Exempt pesticide use reporting is not required. *Do not report antimicrobial use.*

Never use prohibited pesticides

- Always check the *List of Pesticide Products from Use in Schools and Child Care Facilities* prior to using a new pesticide product.
- This list is available on the DPR School and Child Care IPM website.
- Pesticides on this list, or that have inactive registrations, cannot be used at centers.
- Check the DPR Product/Label Database at www.cdpr.ca.gov/docs/label/labelque.htm before using old pesticides to verify that the registration is still active.

Complete Annual IPM Training

- Take a DPR-approved training course before applying pesticides, and renew annually.
- DPR offers free, online training courses on the DPR School IPM website. Schools can request a DVD-version of the Basic course, if they wish to conduct group training.
- A list of DPR-approved courses created by outside sponsors that meet this requirement is available on the DPR School IPM website.
- District IPM Coordinators must take training even if they do not apply pesticides themselves.
- **Training is required for any person who applies any pesticide on center grounds, including exempt pesticides. *ANTIMICROBIAL PESTICIDES are exempt pesticides***

The HSA exempts certain reduced-risk pesticides from all requirements *except* training (Ed Code §17610.5).

This includes: **Self-contained baits or traps, gels or pastes used for crack-and-crevice treatments, antimicrobial pesticides** (i.e., disinfectants and sanitizers), and **pesticides exempt from registration.**

To determine whether a pesticide is exempt, or not, read the label carefully, and consult DPR's *Exempt Pesticides Flowchart* on the DPR School and Child Care IPM website.

For more information about the Healthy Schools Act, contact us at ccipmlist@cdpr.ca.gov

DPR School and Child Care IPM Website: <http://www.cdpr.ca.gov/schoolipm/>

¹Family day care homes are exempt from all Healthy Schools Act Requirements.

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

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
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							

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)

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 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].

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.

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 _____

PESTICIDE USE REPORTING FOR SCHOOL AND CHILD DAY CARE CENTER EMPLOYEES

APPLICATION YEAR	SCHOOL DESIGNEE (IPM COORDINATOR)	DISTRICT / CENTER NAME			LICENSE / CERTIFICATE NUMBER (OPTIONAL)			
REPORT PREPARED BY:		E-MAIL ADDRESS			CITY		PHONE NUMBER	
School CDS #/Child Day Care Facility # OR Name & Address AND Specify if School or Child Day Care Facility	County Code	Date & Time Application Completed	Location (# from list on back)	Manufacturer & Name of Product Applied	EPA REG. Number on Label or CA Reg. Number for adjuvants (include alpha code, if listed)	Amount of Pesticide Product Used (check or write in unit from label)	Pest Control Code (from list on back)	
<input type="checkbox"/> School						<input type="text"/> (vol.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OZ ML PT (wt.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> GR OZ LB		
<input type="checkbox"/> Day Care						<input type="text"/> (vol.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OZ ML PT (wt.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> GR OZ LB		
<input type="checkbox"/> School						<input type="text"/> (vol.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OZ ML PT (wt.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> GR OZ LB		
<input type="checkbox"/> Day Care						<input type="text"/> (vol.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OZ ML PT (wt.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> GR OZ LB		
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<input type="checkbox"/> Day Care						<input type="text"/> (vol.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OZ ML PT (wt.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> GR OZ LB		

Use this form ONLY to report pesticide applications made by schoolsite employees, staff, and volunteers 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

INSTRUCTIONS:

- 1 Each line is an individual pesticide application. Report only one schoolsite, date/time, and pesticide per line. Multiple pages will be needed if you need to report more than 5 pesticide applications.
- 2 A name and address is required for each schoolsite. A cover sheet with all schoolsite names/addresses can be included with your report to prevent repetitive writing/typing.
- 3 Applicators: If you are mixing a concentrate with a liquid, report the amount of concentrate applied. For products that don't require dilution, report the amount of finished product applied.

PEST CONTROL CODES:

Code 10 - Structural Pest Control.....includes pest control work performed within or on buildings or other structures

Code 30 - Landscape Maintenance Pest Control...includes pest control work performed on landscape plantings around buildings

Code 80 - Vertebrate Pest Control.....includes pest control work performed by public agencies or work under the supervision of the State or county agricultural commissioner

LOCATION CODES:

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

Reason for application is not required for reporting. This form, when filled out completely, can be used as the pesticide use record required under HSA.

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

Application 1:

Application 2:

Application 3:

Application 4:

Application 5: