

# HEALTHY SCHOOLS ACT REQUIREMENTS FOR PUBLIC K-12 SCHOOLS<sup>1</sup>

## Identify school designee

- Choose a district employee who will make sure the requirements of the Healthy Schools Act (HSA) are met when pesticides are used at your district.
- 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 school district IPM plan approved by DPR.
- Post the IPM plan on your district website.
- If your district 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 district office.
- The district 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 district schools 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 address.
- Notification must also inform parents, guardians, and staff that the IPM plan is available in the district 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 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.

<sup>1</sup>Private K-12 schools are exempt from all Healthy Schools Act Requirements.

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## Keep records

- Keep records of pesticide applications made by district 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 district staff 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; districts are not responsible for reporting what companies 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 Prohibited 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 schools.
- Check the DPR Product/Label Database at [www.cdpr.ca.gov/docs/label/labelque.htm](http://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 school 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 [school-ipm@cdpr.ca.gov](mailto:school-ipm@cdpr.ca.gov)  
DPR School and Child Care IPM Website: <http://www.cdpr.ca.gov/schoolipm/>

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