



Office of Environmental Health & Safety
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SAFETY ALERT

No. 10-03

INTEGRATED PEST MANAGEMENT
PROGRAM POLICY AND PROCEDURES

December 2010
Revised 10/06/25

The Los Angeles Unified School District adopted and implemented an Integrated Pest Management (IPM) policy in March of 1999. It is the goal of the District to provide for the safest and lowest-risk approach to manage pest problems, while protecting District staff/students, the environment, and property. The IPM Policy focuses on long-term prevention and will give non-chemical methods first consideration when selecting pest management techniques. Emphasis under the program is placed on the use of mechanical (e.g., glue traps for insects) and exclusionary (e.g., installation of door sweeps and screens, sealing points of entry, caulking cracks and crevices) pest management techniques prior to using pesticides or herbicides where possible.

All pesticide/herbicide products purchased or used (at District facilities) must be first approved by the District's Integrated Pest Management Team and the Office of Environmental Health and Safety. All chemical products are carefully reviewed by evaluating the contents, precautions, and methods of application. Pesticides and herbicides may only be applied by the District's licensed Pest Management Technicians to avoid serious health problems posed by pests and/or to maintain the integrity of a structure. **No pesticide/herbicide use/application by school-based staff, contractors, students or parents is permitted.**

Annual notification of the District's IPM policy and the approved list of pesticide products are provided to all parents/guardians and students through the Parent/Student Handbook. The handbook also includes a Parent/Guardian Request for Notification form. Parents are asked to return this form to the school if they would like to be notified in advance of any pesticide application at the school site. The notification will include specific information about the products to be used including the active ingredients, target pest(s), date of pesticide use, toxicity category of the pesticide, a contact name and number for more information, and the availability of further information at the school's main office.

Prior to the use/application of any District-approved pesticide product, a warning sign shall be posted in the area of the facility or grounds where pesticides will be applied. The warning sign shall be visible to all persons entering the treated area and shall be posted 24 hours prior to application and remain posted until 72 hours after application. In the event of an emergency situation, posting will be done at the time of the application.

DISTRIBUTION: All Schools and Offices

The following are the responsibilities of school sites:

- 1) Maintain a copy of the IPM Handbook in the main office that is available to the public which includes the approved pesticide list, a log of IPM activity at the site and the Parent/Guardian Request for Notification form.
- 2) Distribute the Parent/Student Handbook annually at the beginning of the school year.
- 3) Create and maintain a list of parents/guardians requiring notification every school year as the Request for Notification forms are received. (See Tab 10 in the IPM Handbook)
- 4) Forward copies of the completed Request for Notification forms to the Pest Management Department **as they are received**.
- 5) Place trouble calls to Facilities Pest Management for assistance at 213-241-0340 when there is a pest related concern.
- 6) Send the notification of a planned pesticide application to all parents/guardians and staff that have requested it at least 72 hours in advance of the treatment. The notification must be sent to all that have requested it, not just those in the vicinity of the application. Pest Management will provide the completed notification form to the school for distribution.
- 7) Ensure that the required warning sign is posted at all locations the pesticide will be applied at least 24 hours prior to application and for 72 hours after the pesticide treatment in consultation with Pest Management.
- 8) Relocate occupants or arrange for application of the product during non-school hours. The amount of time the occupants will be displaced will be dictated by Pest Management according to product label requirements.

For additional information regarding the IPM program and policy, please refer to the Integrated Pest Management Handbook (IPM Handbook) or contact the District's IPM Coordinator at 213-241-0340 .

Any questions or requests for clarification of the information in this Safety Alert may be directed to the District's Office of Environmental Health and Safety at 213-241-3199.