



## SOUTH BEND COMMUNITY SCHOOL CORPORATION

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13 April 2012  
South Bend Community School Corporation  
Facilities Management Directive #1

### PEST CONTROL AND USE OF PESTICIDES

**Purpose:** To provide the Facilities Management Department (FMD) of the South Bend Community School Corporation (SBCSC) with additional administrative guidelines, specific operational guidance, and overall direction pertaining to the implementation of the Corporation's policy regarding Pest Control and Use of Pesticides, Policy #8432.

**Background:** On November 20, 2010 the Office of the Indiana State Chemist and Seed Commissioner (OISC) issued the **Pesticide Use at Schools Rule**. This rule applies to any school accredited by the Indiana Department of Education. The purpose of this rule is to minimize the potential for pesticide exposure to students at schools by ensuring the following:

1. Pesticides are used only by certified applicators or individuals they supervise.
2. Pesticides are not used when students are in the pesticide application area.
3. Pesticides are stored in locked and marked storage areas.
4. Advance notice of pesticide applications is provided to interested parents and staff.
5. School corporations keep records of pesticide applications.
6. Pesticides with the lowest hazard to children are used whenever practical.

**Definitions:** The term "Pesticides" includes not only insecticides that control or kill a pest, but also herbicides (weed killers), fertilizers with weed killer additives and/or attached pesticides, fungicides, rodenticides, and anything else that claims to kill or control a pest. Pesticides include common over-the-counter commercial and residential type products such as Roundup, Raid, D-Con, Weed-N-Feed, and Wasp & Hornet Spray.

#### **Responsibility:**

1. The **Director of Buildings and Grounds (DIRECTOR)** will be responsible for the overall implementation of the Pest Control and Use of Pesticides program for the entire SBCSC, providing specific direction and guidance for the FMD. The DIRECTOR will be responsible for ensuring that the FMD staff, as well as private contractors hired to assist the FMD, comply with the administration and operational requirements of SBCSC Policy #8432. The DIRECTOR will ensure that SBCSC employees, assigned to apply herbicides, fungicides, disinfectants, and sanitizers are qualified to fulfill their job responsibilities. The DIRECTOR will be responsible to ensure that sufficient

certified applicators are assigned so that compliance with this program is accomplished in a cost effective, efficient manner which does not compromise student and staff safety. The DIRECTOR will work closely with the SBCSC Communication Department to ensure that required communications are made in a timely and accurate manner.

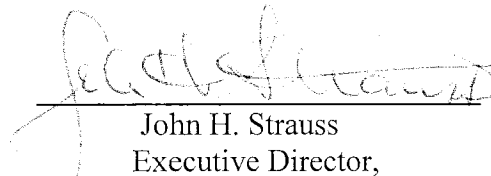
2. **Building Engineers** will maintain a written record for two (2) years of any pesticide applications made on their building premises by either SBCSC staff members or private contractors. A copy of the written record - Attachment (1) - is included with this directive. Building premises include the building site as well as interior. The building engineer will ensure that pesticides are stored, in their original containers, in a locked and marked storage area not accessible to students. The building engineer will be responsible to maintain current Material Safety Data Sheets (MSDS) for pesticides used and stored at their facility.
3. For herbicide products such as Round-up, purchased in bulk, the **Service Building General Foreman** will provide properly labeled service containers to building engineers. This will satisfy the requirement that chemicals are stored in their original containers. The Service Building General Foreman shall also conduct a monthly inspection of the Service Building using the check list provided at Attachment (2). A copy of the completed check list will be maintained by the General Foreman for two (2) years.
4. **Private contractors** will be used to control or kill insects and vermin and will comply with this directive. They will ensure that their activity is documented and provide records of work performed to the DIRECTOR.

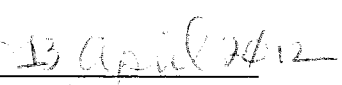
**Administrative and Operational Requirements:** The SBCSC will:

1. Annually inform parents and staff members of the Corporation's pest control policy at the time of student registration as a provision in the staff or student handbook or by separate memorandum. If a separate memorandum is used, notification will be made electronically, using the SBCSC Internet Web site [www.sbcsc.k12.in.us](http://www.sbcsc.k12.in.us). The name, e-mail address, and phone number of the SBCSC employee to contract for information regarding pest control will be included in the handbook or electronic communication.
2. Establish a registry of parents and staff members who desire to receive advance notice when pesticides will be used, and provide advance notification to parents and employees who have requested advance notice.
3. The SBCSC will provide advance notification to those in the registry at least two (2) days prior to the date and time the pesticide application is to occur.
4. Advance notification will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the e-mail address, phone number, and name of the SBCSC's point of contract.
5. In the case of an emergency pesticide application due to an immediate threat to the public's health, the SBCSC will provide written notice to the public as soon as possible.
6. Make every effort to minimize the strength as well as quantity of pesticides stored at school buildings.

7. Use non-chemical pest controls such as glue traps, standard traps, and gel baits as an option of first priority. This will better control and minimize the drift of pesticides off the intended target.
8. Schedule pesticide applications on building interiors after school dismissals, on Friday afternoons or the afternoon prior to the start of a long weekend, to minimize student and staff exposure. The Building Principal and Engineer will be notified at least forty-eight (48) hours in advance of the application. This will satisfy the State of Indiana (357 IAC 1-16-8) requirement that there exists a 48 hour gap between the time of application and the start of a school day.
9. Schedule pesticide applications on the building, including the site, lawns and athletic fields, from April through November of each year. The planned application schedule will be posted on the Web site, during the month of March. Postings will be made at the specific facility site 48 hours in advance of application.
10. Schedule pesticide applications on parking lots, curbs, and sidewalks when buildings are not in use, during Spring and Summer break periods.
11. The individual applying pesticides to lawns and athletic fields will be responsible to place notification signs at appropriate locations. The Building Engineer or the individual in charge of maintenance at each athletic stadium complex will be responsible for the removal of the notification signs. A copy of the pesticide application notification sign is provided as Attachment (3).

**Approved:**

  
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John H. Strauss  
Executive Director,  
Facilities Management

  
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Date

**Reference:** 357 IAC 1-16-8  
SBCSC Policy #8432