

ST. JOSEPH ACADEMY  
(SJA)

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| Department:     | Facilities     |
| Number:         | 500.7          |
| Effective Date: | May 12, 2015   |
| Review Date:    | January 2021   |
| Revised Date:   | March 13, 2024 |
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- I. Policy: To establish the procedures to use for pest management.
- II. Procedures:
  - A. The maintenance staff of St Joseph Academy shall make every effort to inspect, identify, monitor, evaluate, and control vermin and pests, as well as their method of entry within our building.
  - B. The Maintenance Supervisor shall serve as the School's "Integrated Pest Management Coordinator," or IPMC. The School's IPMC shall solicit and keep a list of parents, students, and staff members who wish to receive written notification prior to any application of pesticides to any school property, or herbicides on any school grounds. Such notification will take place a minimum of two business days prior to the application of the pesticide or herbicide, and must include the name of the chemical sprayed, the intended date of application, and the name and telephone number of the IPMC. Notification may take place via letters, newsletters, bulletins or calendars -- whichever is most convenient for the school. NOTE: The law does not require notification for use of antibacterial or antimicrobial agents, disinfectants, or deodorizers; nor insecticides such as ant, spider or bee spray; nor rodent/roach traps or baits.
  - C. All pesticides/herbicides shall be stored in locations designated by the School's IPMC. Only chemicals registered with the US Environmental Protection Agency may be approved by the IPMC, for use. Staff may report vermin infestations using regular request for maintenance forms. The IPMC, or his/her designee, shall maintain a list of inspection, application, and extermination data in a control file.
  - D. A professional trained in pest management shall apply the least toxic, effective products when children won't have exposure for at least 12 hours on a monthly basis.
    - 1. This would include nontoxic techniques to prevent and control pests indoors and outdoors.
    - 2. When pesticide application is the only option, families and employees are notified in advance of the application.
    - 3. A professional trained in Integrated Pest management applies the least toxic, effective products at a time children will not have exposure for at least 12 hours.

Approved by: Tabira Mores  
President/CEO

Date 3/15/24