***Note:*** *The sample policy below can be shortened as long as it contains at a minimum a statement of the school district’s pest control policy, a description of the pest control methods, and a description of the notification process (including pre-notification and posting requirements for planned and emergency applications).*

**WRITTEN NOTIFICATION - PEST CONTROL POLICIES & METHODS**

District Policy

The \_\_\_\_\_\_\_\_ School District, in accordance with state law, is providing written notification, upon request, to parents or guardians and employees describing the District’s pest control policies and methods. It is the policy of this school district that the health and safety of students and staff shall be of primary concern when pesticides are used to control weeds, molds, moss, fungus, rodents, insects and other unwanted pests.

Who Applies Pesticides

Pesticide applications will be made by trained District employees or commercial pest control applicators. District employees will obtain appropriate licenses as necessary. Students may apply pesticides under the supervision of a teacher as part of the agriculture/animal husbandry/horticulture/science program.

Notification Procedure

The District will provide notification at least 48 hours before applying a pesticide if school will be in session within 48 hours of the application. This notification will be posted in a prominent place in the main office of the school/site. Also, it will be distributed to interested persons who arrange to be notified by mail, email, or phone with the District (call to make arrangements for notification or mail the request form attached below). The pre-notification at a minimum shall state: "Notice: Pesticide Application" and include the product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide is to be applied, the pest to be controlled, and the name and phone number of a contact person at the District. An application to a District property must be made within 48 hours following the intended date and time stated in the notification or the notification process will be repeated. Pre-notification is not required if the school facility application is made when students do not occupy the school for at least two consecutive days after the application. The pre-notification requirements do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threats, e.g. an application to control stinging insects. When an emergency school facility application is made, notification consistent with the District’s notification system shall occur as soon as possible after the application. Pre-notification is not required for application of antimicrobial pesticides or the placement of insect or rodent baits that are not accessible to children.

The District or commercial applicators will, at the time of application, post notification signs for all pesticide applications made to District property. When applications are made to the grounds, a 4 x 5-inch notification sign will be posted at the primary points of entry to the treated area. When applications are made in or on a building (including playground equipment), an 8.5 x 11-inch notification sign will be posted at the location.

Pesticides Used in the District

Pesticides applied on a regular basis (more than twice a year anywhere in the District) include Roundup Original Herbicide, Moss-Out, Misty Insect Spray, Raid Wasp & Hornet Killer, d-CON Bait Pellets II Kills Mice, and Advance Granular Ant Bait. Other pesticides may be used on an occasional basis.

Where Pesticides are Applied

The District applies pesticides in the following areas: classrooms, restrooms, food handling areas, offices, buses, greenhouses, animal barn, playgrounds, and athletic fields.

Pesticide Records

The District shall maintain pesticide application records for seven years from the date of application. The District will also provide an annual summary of pesticide use for the preceding calendar year. The records and summary can be obtained by contacting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Registration for Pre-application Notification

Pre-notification will be provided to requesting parents or guardians and to requesting School District staff members for the school/site of a pesticide application at a minimum of forty-eight hours before an application. Please fill out one registration for each household or call \_\_\_\_\_\_\_ to request notification. This form must be submitted each year to receive notification. Succeeding notices will be each September.

**Mail the filled out Pre-application Notification Registration form (below) to:   
\_\_\_\_\_\_\_\_\_ School District  
Pesticide Registration  
Facilities and Maintenance Services  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_, WA \_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pre-application Notification Registration** | | | |
| Name (parent or guardian or staff member): |  | | |
| School/Site: |  | | |
| Preferred method of contact: | □ Email | □ Mail | □ Phone |
| E-mail address: |  | | |
| Mailing address: |  | | |
| Message phone: |  | | |