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# **HEALTHY SCHOOLS ACT COMPLIANCE PACKET FOR SCHOOL DISTRICTS**

## **Contents**

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# 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.

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

## 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 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/>

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

Dear Parent or Guardian,

The Healthy Schools Act requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We expect to use the following pesticides in your school this year:

Name of Pesticide (Common Name)	Active Ingredient(s)

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

You may view a copy of the district's integrated pest management plan in the schoolsite office. It is located online at:

If you have any questions, please contact:

Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives.

Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and mail it to:

If you have any questions, please contact

Sincerely,

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### **Request for Individual Pesticide Application Notification**

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

I would prefer to be contacted by (check one): U.S. Mail  E-mail  Phone

Please print neatly:

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone:(    ) \_\_\_\_\_ Evening Phone:(    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Return to:

**NOTICE FOR SPECIFIC PESTICIDE APPLICATION**

Dear Parent or Guardian,

At your request, we are writing to notify you about a specific pesticide application(s) at your school. Please see below for detailed information. If you would like to see the Safety Data Sheet for this chemical, it is available at

If you have any questions, please contact

at

Sincerely,

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**Notice of Pesticide Application**

Date Form Completed: \_\_\_\_\_

School Name: \_\_\_\_\_

Location of Planned Pesticide Application: \_\_\_\_\_

Building Name/Number: \_\_\_\_\_

Playground or Grounds Section: \_\_\_\_\_

Name of Pesticide To Be Applied: \_\_\_\_\_

Active Ingredient(s): \_\_\_\_\_

Planned Date/Time of Pesticide Application: \_\_\_\_\_

For more information regarding these pesticides and pesticide use reduction, visit the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov> and click School IPM.

# WARNING: PESTICIDE TREATED AREA

Name of Pesticide: \_\_\_\_\_

Name of Manufacturer: \_\_\_\_\_

US EPA Registration No.: \_\_\_\_\_

Intended Application Date \_\_\_\_\_

Treated Areas \_\_\_\_\_

Actual Application Date \_\_\_\_\_

Reason for Treatment \_\_\_\_\_

For more information about this pesticide application contact:

Name \_\_\_\_\_

Title \_\_\_\_\_

*For recordkeeping purposes per the Healthy Schools Act: Amount of Pesticide Used \_\_\_\_\_*

# PESTICIDE USE REPORTING FOR SCHOOL AND CHILD DAY CARE CENTER EMPLOYEES

APPLICATION YEAR	SCHOOL DESIGNEE (IPM COORDINATOR)	DISTRICT / CENTER NAME	LICENSE / CERTIFICATE NUMBER (OPTIONAL)				
REPORT PREPARED BY:		E-MAIL ADDRESS	CITY	PHONE NUMBER			
School CDS #/Child Day Care Facility # OR Name & Address AND Specify if School or Child Day Care Facility	County Code	Date & Time Application Completed	Location (# from list on back)	Manufacturer & Name of Product Applied	EPA REG. Number on Label or CA Reg. Number for adjuvants (include alpha code, if listed)	Amount of Pesticide Product Used (check or write in unit from label)	Pest Control Code (from list on back)
<input type="checkbox"/> School <input type="checkbox"/> Day Care						<input type="checkbox"/> (vol.) <input type="checkbox"/> OZ <input type="checkbox"/> ML <input type="checkbox"/> PT <input type="checkbox"/> LB <input type="checkbox"/> (wt.) <input type="checkbox"/> GR <input type="checkbox"/> OZ <input type="checkbox"/> LB	
<input type="checkbox"/> School <input type="checkbox"/> Day Care						<input type="checkbox"/> (vol.) <input type="checkbox"/> OZ <input type="checkbox"/> ML <input type="checkbox"/> PT <input type="checkbox"/> LB <input type="checkbox"/> (wt.) <input type="checkbox"/> GR <input type="checkbox"/> OZ <input type="checkbox"/> LB	
<input type="checkbox"/> School <input type="checkbox"/> Day Care						<input type="checkbox"/> (vol.) <input type="checkbox"/> OZ <input type="checkbox"/> ML <input type="checkbox"/> PT <input type="checkbox"/> LB <input type="checkbox"/> (wt.) <input type="checkbox"/> GR <input type="checkbox"/> OZ <input type="checkbox"/> LB	
<input type="checkbox"/> School <input type="checkbox"/> Day Care						<input type="checkbox"/> (vol.) <input type="checkbox"/> OZ <input type="checkbox"/> ML <input type="checkbox"/> PT <input type="checkbox"/> LB <input type="checkbox"/> (wt.) <input type="checkbox"/> GR <input type="checkbox"/> OZ <input type="checkbox"/> LB	
<input type="checkbox"/> School <input type="checkbox"/> Day Care						<input type="checkbox"/> (vol.) <input type="checkbox"/> OZ <input type="checkbox"/> ML <input type="checkbox"/> PT <input type="checkbox"/> LB <input type="checkbox"/> (wt.) <input type="checkbox"/> GR <input type="checkbox"/> OZ <input type="checkbox"/> LB	

Use this form ONLY to report pesticide applications made by schoolsite employees, staff, and volunteers at schools and child care centers. DO NOT report pesticide use by pest management professionals contracted to apply pesticides at schoolsites. They will report their own use. Report must be submitted no later than January 30th of the year following the year of use to:  
School Pesticide Use Reporting, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015



**INSTRUCTIONS:**

- 1 Each line is an individual pesticide application. Report only one schoolsite, date/time, and pesticide per line. Multiple pages will be needed if you need to report more than 5 pesticide applications.
- 2 A name and address is required for each schoolsite. A cover sheet with all schoolsite names/addresses can be included with your report to prevent repetitive writing/typing.
- 3 Applicators: If you are mixing a concentrate with a liquid, report the amount of concentrate applied. For products that don't require dilution, report the amount of finished product applied.

**PEST CONTROL CODES:**

Code 10 - Structural Pest Control.....	.....includes pest control work performed within or on buildings or other structures
Code 30 - Landscape Maintenance Pest Control.....	.....includes pest control work performed on landscape plantings around buildings
Code 80 - Vertebrate Pest Control.....	.....includes pest control work performed by public agencies or work under the supervision of the State or county agricultural commissioner

**LOCATION CODES:**

1 Administration Bldg	5 Cafeteria/Kitchen	9 Landscape (indoor)	13 Multipurpose Room	17 Vehicle
2 Athletic Field	6 Classroom	10 Landscape (outdoor)	14 Playground	18 Multiple Locations
3 Auditorium	7 Gymnasium	11 Library	15 Pool	19 Other (Please indicate)
4 Bldg, Exterior	8 Hardscape (parking lot, sidewalk, etc.)	12 Locker Room	16 Restroom	

Reason for application is not required for reporting. This form, when filled out completely, can be used as the pesticide use record required under HSA.  
 Reasons for application (required for Healthy Schools Act recordkeeping).

Application 1:

Application 2:

Application 3:

Application 4:

Application 5:

# NO PESTICIDE USE TO REPORT

School districts and child care centers are required to report most pesticide use to DPR. This form is voluntary, but it is an easy way to document why DPR will not receive a Pesticide Use Report from your district. Please fill out this form and email to [school-ipm@cdpr.ca.gov](mailto:school-ipm@cdpr.ca.gov) BEFORE January 31st.

\_\_\_\_\_ will not submit PUR reports for \_\_\_\_\_.  
(Name of School District or Child Care Center) (Year)

## Please check a box below

- Staff only use exempt pesticides. Any non-exempt pesticide applications are made by pest control/landscape contractors.

Business Name #1: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business Name #2: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

- Staff only use exempt pesticides and we do not contract out to any pest control or landscaping companies.
- Staff do not use pesticides at all. (Please note: herbicides and antimicrobial pesticides are pesticides)
- Other (please explain below)

### Contact Information

IPM Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

### ***What is an exempt pesticide?***

Antimicrobial pesticides (disinfectants and sanitizers), self-contained baits or traps, gels or pastes used indoors as crack-and-crevice treatments, and pesticides exempt from registration by U.S. EPA are exempt from all Healthy Schools Act requirements except annual training for staff who apply them.