IPM Policy & Plan

Office of Food & Nutrition Services
November 2018
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New York City Department of Education Policy Statement

The New York City Department of Education is committed to providing a safe environment for children and staff in all City schools. Therefore, we have adopted an Integrated Pest Management (IPM) approach to prevent and manage pests in and around school facilities. IPM minimizes the exposure of students and staff to pesticides by utilizing preventative strategies and using least-toxic pesticides only when necessary. IPM promotes long-term suppression of pest populations by eliminating the essential food, water and harborage pests need to survive. Essential IPM strategies include exclusion, or “pest-proofing”, which prevents pest from entering and traveling throughout the building, and sanitation, which removes clutter and denies harborage and food for pests. Other practices include ongoing inspection and monitoring for pest signs and conducive conditions, and staff education. Pest management professionals (PMPs) only apply pesticides when pest populations reach a damaging threshold and all other control methods are not sufficient to achieve adequate control.

Each school principal will appoint an IPM coordinator to as a liaison in the building to ensure the IPM policy and procedures are practiced and acts as the intermediary between the school and any contracted pest management services.
New York City Department of Education Plan and Procedures

The IPM coordinator for each school is responsible for implementing the New York City IPM Policy Statement and Plan including:

• Proper reporting and documentation of pest sightings by school staff and students.
• Conducting and documenting meetings with PMPs to share information on what pest problems and conducive conditions may be present at the school.
• PMP recommendations regarding building maintenance and sanitation to prevent pest problems.
• Compliance with mandated pesticide notification laws and policies.
• Maintenance of inspection log books, pesticide labels and SDS.

Any person applying pesticides on school grounds must be licensed with the New York State Department of Conservation. Only Department of Education (DOE)-trained applicators or DOE- approved pest management contractors are permitted. All applicators must follow the DOE IPM Policy, city, state and federal regulations including adhering to all pesticide label instructions and precautions.
Record Keeping

A pest-sighting log should be used to track all pest issues in the building. Pests, signs of pests and pest-conducive conditions should all be recorded. An electronic log or work order system may be used. School staff should be aware of IPM procedures and report any potential pest issues or structural deficiencies they encounter to the log or designated contact. During the PMP’s service visit, all areas of concern noted in the pest-sighting log should be addressed. If a pesticide application is required, it must conform to all approval, posting and notification requirements. Records of all pesticide applications should be kept for a minimum of three years.
IPM Procedures for Specific Areas:

Entryways and exterior

All exterior doors must have rodent proof door sweeps installed (excluder sweeps). Looking from inside the building with the door closed, you should not be able to see light beneath or around the ends of the sweeps.

- All windows and doors must remain closed; if they are to remain open screens or air curtains should be installed.
- All openings around pipes and electrical conduits must be sealed using excluder mesh or cement sealant or fire stop material where appropriate to prevent pest entry.
- Trim vegetation back at least 1-foot away from the building and remove low-lined shrubs or ground cover in areas with high rodent activity to expose ground and discourage activity including burrowing.
- Tree branches must be trimmed with no branches within six feet of building walls or roofs including hanging over the building.
- Garbage receptacles should be stored on a concrete or asphalt surface 20-30 feet away from building entryways if possible.

Denying pest entry into the building is the first step of an affective IPM program.
Classrooms with Meal Programs

- Hands must be cleaned after each meal.
- Eating surfaces must be sanitized after each meal.
- Left-over meals should not be stored in the classroom.
- Food waste must be discarded in receptacles with liners.
- Floors must be swept and mopped daily.
- Pests travel into rooms, via gaps around pipes beneath sinks, radiators and electrical and IT conduits. Close all points of entry into the room with sealant, copper mesh, excluder mesh, quick dry cement or firestop material where appropriate.
- All items should be stored at least 6 inches off the floor to allow access for proper inspection and cleaning.
- Remove harborage conditions, dust, cardboard and clutter within storage areas and closets to minimize pest harborage.
- Sinks must be flushed with soapy water and wiped dry at the end of the day.
- Left-over milk should not be disposed of in classroom sink.
- Remove or vacuum carpets daily.
- All windows must be closed at the end of the day.
- In science labs, animal feed must be stored off the floor and in rodent proof containers.
- All appliances should be removed from the room.
- Area around radiators should be free of clutter. Technicians must be able to inspect corners of room and around radiators.
Offices and Classrooms without Meal Service

- Meals are not to be consumed outside designated areas.
- Floors should be swept and mopped as needed.
- Pest travel into rooms, via gaps around pipes beneath sinks, radiators and electrical conduits. Close all points of entry into the room with sealant, copper mesh, excluder mesh, quick dry cement or firestop where appropriate.
- All items should be stored at least 6 inches off the floor to allow for proper inspection and cleaning.
- Remove harborage conditions, dust, cardboard and clutter within storage areas and closets to minimize pest harborage.
- All appliances should be removed from the room.
- Area around radiators should be free of clutter. Technicians must be able to inspect corners of room and around radiators.
- Remove or vacuum carpets as needed.
- Keep indoor plants healthy. Do not overwater.
- All windows must be closed at the end of the day.
Kitchen

- Inspect daily. Clean and sanitize any areas with rodent droppings and report immediately.
- Store items on racks off the floor and away from the wall.
- All garbage should be removed at the end of the day.
- Dry all wet areas daily.
- After use, promptly clean mops and mop buckets; dry mop buckets and hang mops vertically on rack above floor drain, with mop head down.
- Follow food safety Hazard Analysis and Critical Control Points (HACCP) procedures.
- Clean and sanitize garbage receptacles as needed. Rolling garbage bins should not be stored in kitchen area.
- Floors behind and beneath equipment must be swept and mopped daily. A sweeping log should be implemented to track compliance.
- Remove any grease buildup.
- Clean the exterior, interior and door gaskets of equipment.
- Clean and sanitize walls as needed.
- Flush floor drains with soapy water daily.
- All sinks must be wiped dry at the end of the day.
- Rodent proof door sweeps should be installed on all doors leading into kitchen.

- Area around radiators should be free of clutter. Technicians must be able to inspect corners of room and around radiators.
- Pest travel into rooms, via gaps around pipes beneath sinks, radiators and electrical conduits. Close all points of entry into the room with sealant, copper mesh, excluder mesh, quick dry cement or fire stop where appropriate.
- Food waste should not be stored in kitchen overnight.
- Grease traps and diffusers must be cleaned as needed.
- Remove or reduce harborage conditions, such as clutter and cardboard boxes.
Cafeteria

- Inspect all areas daily. Clean and sanitize any areas with rodent droppings and report immediately.
- Store items on racks at least 6 inches off the floor and away from the wall.
- All garbage should be removed at the end of the day.
- Dry all wet areas.
- After use, promptly clean and sanitize mops and mop buckets; dry mop buckets and hang mops vertically on rack above floor drain, with mop head down.
- Clean and sanitize garbage receptacles as needed.
- Rolling garbage bins should not be stored in kitchen area.
- Floors behind and beneath equipment must be swept and mopped daily.
- All floor drains must be flushed with soapy water daily.
- All sinks must be wiped dry at the end of the day.
- Rodent proof door sweeps should be installed on all doors leading into cafeteria.
- Area around radiators should be free of clutter. Technicians should be able to inspect corners of room and around radiators.
- Pests travel into rooms via gaps around pipes beneath sinks, radiators and electrical conduits. Close all points of entry into the room with sealant, copper mesh, excluder mesh, quick dry cement or firestop material where appropriate.
- Food waste should not be stored in cafeteria overnight.
- Vending machines should be cleaned and sanitized as needed. If pests are observed the vending machines should be replaced and/or moved into another area.
- Remove or reduce harborage conditions, such as clutter and cardboard boxes.
- Cafeteria tables must be cleaned and sanitized daily. The underside of tables should be de-gummed and pressure washed at least once a year. Inject the nozzle of a pressure washer into the hollow tubes of table and wheels to remove accumulated debris.
- Unpack and date all items and store supplies neatly on shelves so that the oldest can be used first.
Utility Rooms, Restrooms, Boiler Rooms

• Pest travel into rooms, via gaps around pipes beneath sinks, radiators and electrical conduits. Close all points of entry into the room with sealant, copper mesh, excluder mesh, quick dry cement or proper firestop materials where appropriate or required.
• Eliminate harborage conditions, such as clutter and cardboard boxes.
• All floor drains must be maintained with one-way valves or water in p-traps, and flushed with soapy water periodically.
• All sinks must be wiped dry at the end of the day.
• Repair leaks and correct any plumbing issues.
• Keep areas dry.
Trash Disposal

- Garbage receptacles should be stored on a concrete or asphalt surface 20-30 feet away from building entryways if possible.
- Collect and dispose of waste material in all rooms within the building at the end of each day. Limit time food waste spends curbside before scheduled pick-up to no more than two hours.
- Do not leave trash curbside overnight. If storage is required, all trash must be stored in rodent proof receptacles with lids firmly sealed until the next scheduled pick-up.
- Trash disposed of after pick-up should be stored outside of the building in rodent-proof bins with covers.
- All compostable material must be discarded in the brown bins.
- All waste and recycling receptacles must be cleaned and sanitized as needed, or replaced with clean equipment by contracted haulers.
- Sweep left over food debris from the exterior of the building and pressure wash areas as needed to remove residuals.
Outdoor Sites: Playgrounds, Steps, Garden, Sidewalk

• Repair cracks in pavements and sidewalks.
• Strategically cement or install excluder mesh beneath soil in areas where rodent activity is observed and persistent.
• Trim vegetation back at least 1-foot away from the building and remove low-lined shrubs or ground cover in areas with high rodent activity to expose ground and discourage activity including burrowing.
• Tree branches must be trimmed with no branches within six feet of building walls or roofs including hanging over the building.
• Eliminate any unscreened access from outside.
• Employ splash guards at the base of downspouts to limit moisture accumulation.
• After use, promptly clean mops and mop buckets; dry mop buckets and hang mops vertically on rack above floor drain, with mop head down

Information obtained from Integrated Pest Management for North Eastern Schools and the IPM Institute of North America.
## Integrated Pest Management Action Threshold

<table>
<thead>
<tr>
<th></th>
<th>Classroom/Public Areas</th>
<th>Maintenance Areas</th>
<th>Office</th>
<th>Kitchen</th>
<th>Cafeteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Ants</td>
<td>5/Room</td>
<td>10/100 sq. ft.</td>
<td>5/Room</td>
<td>2/Room</td>
<td>2/Room</td>
</tr>
<tr>
<td>Bees: Honey Carpenter</td>
<td>1/Room</td>
<td>5/Room</td>
<td>1/Room</td>
<td>1/Room</td>
<td>1/Room</td>
</tr>
<tr>
<td>Wasp/Hornets</td>
<td>1/Room</td>
<td>1/Room</td>
<td>1/Room</td>
<td>1/Room</td>
<td>1/Room</td>
</tr>
<tr>
<td>Cockroaches</td>
<td>3/Room</td>
<td>10/Room</td>
<td>3/Room</td>
<td>1/Room</td>
<td>1/Room</td>
</tr>
<tr>
<td>House Flies</td>
<td>3/Room</td>
<td>5/Room</td>
<td>3/Room</td>
<td>1/Room</td>
<td>1/Room</td>
</tr>
<tr>
<td>Mice</td>
<td>2/Room</td>
<td>2/Room</td>
<td>2/Room</td>
<td>1/Room</td>
<td>1/Room</td>
</tr>
<tr>
<td>Rats</td>
<td>1/Room</td>
<td>1/Room</td>
<td>1/Room</td>
<td>1/Room</td>
<td>1/Room</td>
</tr>
<tr>
<td>Lice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Take no action – refer to nurse.</td>
</tr>
<tr>
<td>Bed Bugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Take no action – refer to protocol.</td>
</tr>
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* Liquid pesticides and rodenticides are not used in classrooms.
IPM: Breakfast in the Classroom
1. Housekeeping

- Discard trash immediately following breakfast service.
- Food waste should be discarded in receptacles with liners provided by Office of Food & Nutrition Services. Garbage receptacles should be properly maintained, clean and dry.
- Floors should be thoroughly swept and mopped daily including corners.
- Hands should be cleaned before and after meal service.
- All food contact surfaces should be cleaned and sanitized before and after breakfast.
- All sinks should be wiped dry at the end of each day.
- Remove or vacuum carpets as needed.
2. Storage

• Keep lockers, desks, closets and storerooms clutter-free; cluttered closets are an ideal nesting ground for vermin.
• Store supplies at least 6 inches off the floor and, if possible, store edible items in hard plastic containers.
• Areas in front of radiators should be clear of bookshelves and clutter, allowing technicians and building staff to inspect all corners of the room.
• All appliances should be removed, pests are drawn to warm areas such as compressors.
3. Structural Repairs

- Seal wall penetration holes where pipes, wires or utilities pass through; rodents can enter through holes as small as 1/4-1/2 inches. All exterior doors must have rodent-proof door sweeps in good repair.
- There should be no leaking faucets.
4. Food Handling

- Left-over breakfast items should be discarded and not stored. Pests need food, water and shelter to survive; eliminating these resources creates an unfavorable environment for pests.
- Staff meals should be consumed in designated areas, for example the teachers’ lounge.
5. Science Labs

All pet food in science labs should be stored in hard plastic containers.
DOH Inspection Checklist

A score: 0-13 points
B score: 14-27 points
Failure: 28 or more points

*Consuming raw or undercooked meats, poultry, seafood or eggs may increase your risk of foodborne illness
1. DOH Certificate/Sanitation

• Ensure all food workers wear gloves to eliminate bare hand contact with food.
• Ensure food protection certificate is held by supervisor of food operation.
• Ensure food workers that are ill are excluded from preparing or handling food.
• Ensure food workers wash hands frequently: after using restroom, sneezing, eating or preparing raw foods. Ensure hand washing facility accessible, provided with hot and cold water and labelled with proper signage.
• Ensure toxic chemicals are properly labeled and stored according to manufacturer recommendations. Store all cleaning chemicals in designated areas, away from food.
• Clean and sanitize all food preparation surfaces after each use, removing baked-on food and other debris.
• Repair and replace deeply grooved cutting boards and chipped/broken surfaces.

•
2. Hold Food at the Proper Temperature

• Hold food at proper temperature (hot food should be held at or above 140F, cold food items should be held at 41F or below).
• Ensure all equipment is in working order.
• Use thermometers to monitor food temperature (hot item needs to be cooked and reheated to an internal temperature of 165F).
3. Control Conditions that Promote Pests

- Seal cracks, crevices and holes in walls, cabinets, and doors to prevent rodents, cockroaches and flies from entering.
- Install rodent-proof doors sweeps on exterior doors.
- Store food and garbage in pest-proof containers.
- Clean the inside and outside of garbage receptacles away from food preparation areas.
- Clean grease accumulation, oil and food particles from all surfaces and equipment, including beneath stove tops.
- Clean drain and range hoods as needed.
  Keep dumpsters clean, covered and well-maintained.
4. Prevent Food Contamination during Storage.

- Keep food covered until served.
- Keep food separated by temperature and type.
- Avoid cross contamination by separating hazardous foods (raw meats) from ready to eat foods.
6. Maintain Plumbing

- Ensure plumbing is fitted with approved valves, anti-siphon devices, vacuum breakers or other equipment to prevent back flow.
- Monitor all plumbing fixtures and repair as needed to ensure food preparation and storage areas are not contaminated by sewage or liquid waste.
Treating Cafeteria Tables
IPM: Treating Cafeteria Tables

- All cafeteria tables should be brought to the outside of the building and pressure washed to remove all organic matter and grease build-up. The tables should remain outside until there are no signs of pest activity in the kitchen and cafeteria. (Refer to custodian)
- A NYSDEC Certificated Applicator will inspect and treat the cafeteria tables. (This process may be repeated)
- A NYSDEC Certificated Applicator will inspect the cafeteria and kitchen for any additional pest activity. If activity if observed a pesticide application may be required.
- If vending machines are present, they need to be removed before treatment is complete. Replacement vending machines cannot be brought into the cafeteria until there is a pest free environment. If vending machines are replaced and delivered before treatment is complete, they must be stationed outside the cafeteria. This will prevent pests from infesting the vending machines. (refer to principal)
- Once the cafeteria and kitchen are pest free the cafeteria tables should be pressure washed a second time to remove pesticide residue before they are brought into the cafeteria. (refer to custodian)
- A NYSDEC Certificated Applicator will inspect and treat the inside of the hollow tubes with a gel insecticide.
- This process generally takes a week and may require multiple inspections and various treatment methods.
- Treatment may be lengthy depending on the level of infestation and may require the kitchen and cafeteria to be close for an extended period. Treatment can only be done during holidays, (Christmas break, Winter break, Spring Break) summer months, or if the kitchen and cafeterias is not used for a week.
- All structural issues contributing to the infestation or haborage of pests should be addressed at this time. (Refer to custodian)
- All surfaces including tables, walls, floors, appliances in the kitchen and cafeteria must be cleaned and sanitized before meal service begins. (Refer to kitchen Staff)
- Cleaning of all cafeteria tables during the summer months will help prevent infestations during the school year. Prevention will ensure a pest free environment.
- Practicing good housekeeping, exclusion and following an IPM plan will reduce the amount of pesticides used in a building.
End-Of-School Year Closing

- All items should be removed from desk drawers, placed in plastic liners and left on top of the desk. Desk drawers should be left open.
- Lockers should be emptied and left open. Nothing should be stored in lockers over the summer.
- All utensils, pots and pans in kitchens should be placed in plastic liners and stored in a clean secure area. All drawers in tables should be left open.
- The interior and exterior of all Office of Food & Nutrition Services garbage and recycling receptacles should be cleaned, sanitized thoroughly and stored without plastic liners.
- Clean and sanitize dumpsters, compactors, trash chutes or any other trash or recycling handling equipment or request a clean replacement from contracted service providers.
- Mop buckets should be dried and stored off the floor.
- Mops should be cleaned and left to dry off the floor (mop heads in the upward position).
- All shelves in stock rooms should be cleaned and sanitized.
- All attached shelving units should be moved away from walls and corners to access those hard-to-reach surfaces for cleaning.
- Closets and storage cabinets should be cleaned out and kept in good order.
- Storage in cardboard boxes should be minimized and kept at least 6 inches off the ground.
- Stored items should be on shelving at least 6 inches off the floor. No stored items should be stacked on milk crates or pallets of any kind including inside school buildings or on loading docks.
- All refrigerators and freezers (walk-in, reach-in and roll-in) are to be emptied, thoroughly cleaned and left running.
- All pasta, rice, flour and other grain products and mayonnaise should be refrigerated or transferred to an open site.
- All ranges, hoods, ovens, warmers and serving lines are to be thoroughly cleaned and degreased. The top of the range must be taken apart, surface cleaning is not sufficient.
- All utility carts are to be thoroughly scrubbed, wheels and bumpers included.
- All tables and chairs in student’s and teachers dining area are to be thoroughly cleaned including undersides and topsides where applicable.
- All worktables are to be scrubbed thoroughly, undersides and legs included.
- Drawers are to be removed and scrubbed.
- Inspect all floor drains in food service areas including in hard-to-reach areas and clean as needed to remove biofilm, debris.
- Clean all staff break rooms, student stores, concessions, vending or other areas where food may have been stored, prepared or served. Ensure all perishable food items have been removed and any non-perishables are properly stored.
- Inspect science classrooms and labs to ensure any animal or other food is removed or stored in pest-proof containers.
- Immediately report any signs of pest activity or conditions that may lead to pest problems including missing or damaged door sweeps and seals, leaking plumbing, unsealed plumbing, electrical or IT penetrations in exterior walls or in food service areas in the building interior.
- Upon your return and prior to food production, all surfaces should be cleaned and sanitized. Any signs of pest activity should be reported immediately.
- Thank you for contributing to a clean, safe and healthy environment for all students and staff.