
IPM STAR[®]
PROGRAM GUIDE & EVALUATION FORM
FOR
SCHOOLS AND CHILDCARE FACILITIES



Version 3.0 September 14, 2006

Guiding Principles of the IPM STAR Program

These principles form the basis for the IPM STAR program. Evaluations for professionals, organizations, products and services are designed to assess compliance with these principles.

Knowledge. IPM STAR participants understand IPM principles and practices. They can identify important pests and describe life cycles, habits and conditions that affect populations of those pests.

Monitoring and inspection. IPM STAR participants use monitoring and inspection to stay fully informed about pest populations and conditions that can lead to pest problems.

Action only when necessary. IPM STAR participants supplement their experience with monitoring and inspection to determine when to act against pests. Routine application of pesticides is not IPM.

Documented performance. IPM STAR participants record monitoring and inspection results. They document their performance and justify pesticide applications.

Least-toxic options. IPM STAR participants use non-chemical approaches as the first line of defense against pests. IPM STAR participants evaluate all pest management options for risks to health, the environment and beneficial organisms.

Effective pest management. IPM STAR participants solve pest problems including insects, weeds, vertebrates and microbes with effective, long-term strategies. Structural design and maintenance issues that contribute to pest problems are addressed, where appropriate.

Continuous improvement. IPM STAR participants prepare for changes in pests and IPM techniques, recognizing that improvement involves staying abreast of new technologies and concepts.

Communication and outreach. IPM STAR participants communicate the IPM approach to others. They abide by posting and notification requirements for pesticide applications.

Reduction in health and environmental risk is the bottom line. High priority risks are identified and targeted for reduction.

IPM STAR certification is available for professionals, organizations and pest management products and services. For more information, contact the IPM Institute or visit www.ipminstitute.org.

Contents

I. IPM STAR Participation	4
II. Scoring Instructions for the Evaluator	4
III. Evaluation Form	
A. System Profile	5
B. Minimum Requirements for Certification	6
C. Scored IPM Practices	9
D. Pesticides and Products Used	18
E. Planned Improvements	19
F. Evaluation Notes	20
G. IPM Scorecard	21
H. Evaluator Statement	21
I. Representative Statement	22
J. Fee Calculation	22

I. IPM STAR Participation

To become an IPM STAR Certified School or Childcare Facility, you must:

- Step 1.** Complete a satisfactory site evaluation by an independent IPM professional. This individual may be an extension agent, state agency official or private consultant with experience in school IPM. Prior approval of the evaluator by the IPM Institute is strongly recommended. Contact the IPM Institute for assistance in identifying an evaluator in your area.
- Step 2.** Submit the completed confidential evaluation (pages 5-23) to the IPM Institute along with the application fee. Keep a copy of the evaluation for your records.

IPM STAR certification is effective for three years. After three years, your certification can be renewed by updating the application and evaluation. IPM certification may also be available for school and private IPM professionals working in your school. See the IPM Institute web site or contact the Institute for further details.

Your application fee supports continuing operation of this program and provides:

1. A certificate suitable for framing (and duplication for use in multiple buildings within a certified system). A wall plaque and additional pre-printed certificates may be ordered for an additional charge. The IPM STAR certified school logo will also be available for your use on school documents.
2. A summary of the program and your school's achievement for your reproduction and circulation to local media, staff, students, parents and others in your community.
3. Certification by the IPM Institute for three years, a profile of your school's program on the IPM Institute web site and a subscription to the IPM Institute newsletter.

II. Scoring Instructions for the Evaluator

First, the evaluator must verify that the minimum requirements are met. Next, the evaluator will score each IPM practice in the scored practices according to the following point system:

0 = Unsatisfactory: improvement necessary.

1 = Satisfactory: the IPM practice is in place as described.

2 = Exceptional: the IPM practice in place at the school exceeds the description.

N/A = Not applicable

The evaluator should make notes explaining unsatisfactory, exceptional or non-applicable items, and may make note of any other items of interest. Notes may be made on the evaluation form or attached in a separate word processor or other document.

Next, the school (working with the evaluator) must identify at least one meaningful area for improvement to address over the next three years.

Finally, after completing the evaluation, the evaluator will tally the points earned. A minimum of 70% is required for certification. Submit the signed evaluator's report to the IPM Institute for final approval of your IPM STAR certification. The school and the evaluator should keep a copy of the completed evaluation for their records.

For more detailed instructions, see *IPM STAR EVALUATOR GUIDANCE – SCHOOL SYSTEM EVALUATIONS* available from the IPM Institute.

III. Confidential Evaluation Form

This form (pages 5-23) is to be completed by the evaluator during a visit to the school.

Evaluation for: _____
(school/school system name)

Evaluated for: School Buildings School Grounds Both (circle one)

School representative(s) and contractor(s) present at evaluation:

Name, title: _____

Name, title: _____

Name, title: _____

A. School System Profile Information (complete or attach descriptive information)

Date System Founded: _____ Date IPM program started: _____

Reason IPM program initiated: _____

Other historical IPM program information (e.g., previous leadership, etc.):

Number of system staff: _____ Number of students: _____

Number/types of facilities (schools, athletic fields, etc.): _____

(Attach additional pages if necessary, or a separate existing list if available)

B. Minimum Requirements for Certification

The evaluator must verify that the school meets the following minimum requirements and signify by circling the appropriate rating:

- 1.0 School meets legal requirements and school's written policy requirements:
- | | | | |
|--|----------------|-------------|-------------|
| a. For posting and notification of pesticide applications. | EXCEEDS | PASS | FAIL |
| b. For pesticide applicator training and certification. | EXCEEDS | PASS | FAIL |
| c. Proper personal protective equipment (e.g., respirators, gloves, etc.) is available, in good condition and used when appropriate by handlers and applicators. | EXCEEDS | PASS | FAIL |
| d. For pesticide application record keeping. | EXCEEDS | PASS | FAIL |
| e. Other pest management regulations (describe below) | EXCEEDS | PASS | FAIL |

Notes: _____

2.0 All pesticide applications:

a. Are made only after detection of a verifiable pest problem and accurate identification of the pest.	EXCEEDS	PASS	FAIL
--	----------------	-------------	-------------

b. Are not made on a routine or regularly scheduled basis (e.g., weekly, monthly applications are not made).	EXCEEDS	PASS	FAIL
--	----------------	-------------	-------------

c. Are not made when the presence of children in the area treated creates potential for exposure.	EXCEEDS	PASS	FAIL
---	----------------	-------------	-------------

d. Must have corresponding copies of the pesticide label and MSDS sheet for pesticides used, including anti-microbials, in a central location (e.g., main office) and available to staff or the public on request..	EXCEEDS	PASS	FAIL
---	----------------	-------------	-------------

e. Products in inventory are current, with no storage of products no longer in use or no longer registered.	EXCEEDS	PASS	FAIL
---	----------------	-------------	-------------

Notes: _____

3.0 The following are primary strategies and effective in reducing pest complaints and pesticide applications, i.e., active, unmanaged pest infestations are not present.

a. Inspection	EXCEEDS	PASS	FAIL
b. Sanitation	EXCEEDS	PASS	FAIL
c. Exclusion	EXCEEDS	PASS	FAIL
d. Cultural management of turf and ornamentals	EXCEEDS	PASS	FAIL
e. Plant material selection and placement to reduce susceptibility to pests and need for intervention.	EXCEEDS	PASS	FAIL

Notes: _____

C. Scored Practices for Certification

Facility must implement enough practices in this section to meet a minimum score of 70% on the score card (page 21). The evaluator will score each of the following items as exceptional (2), satisfactory (1), unsatisfactory (0), or not applicable (N/A).

Items listed in bold are especially important. An unsatisfactory score on any bold item should be addressed in the list of planned improvements (page 19). Auditor must explain in writing any item scored as unsatisfactory or exceptional.

1.0 Facility has a formal IPM program.

- a. A written IPM policy states a commitment to IPM implementation.**
- b. The policy identifies overall objectives relating to pest and pesticide risk management.
- c. The policy effectively guides decision-making.
- d. The policy reflects current conditions and is reviewed and revised as needed.
- e. A written IPM plan includes a schedule for inspection and monitoring of buildings (and grounds if applicable).
- f. The IPM plan includes a schedule for areas requiring more frequent inspection and monitoring (e.g., food storage, preparation and serving areas, competition athletic fields).

Notes: _____

TOTAL PAGE 9

3.0 Inspection, sanitation and exclusion are primary pest management strategies. The evaluator will examine pesticide application records to assist in scoring this section.

- _____ a. Inspections and monitoring occur regularly.
- _____ **b. Designs for new or renovated facilities are reviewed for pest-proofing prior to finalizing; and/or specific pest-proofing elements are included in general specifications for all new buildings and renovations.**
- _____ **c. Designs for new or renovated turf and landscaped areas are reviewed for pest prevention prior to finalizing; and/or specific pest prevention elements are included in general specifications for all new and renovated turf and landscape areas.**
- _____ **d. New construction or renovation projects are inspected while in progress to ensure adequate sanitation and pest management, and compliance with pest-proofing design specifications.**

Notes: _____

Problem pests that require frequent pesticide applications? See the IPM Standards for Schools for a comprehensive list of IPM tactics for pests commonly encountered in school buildings and on school grounds. The IPM Standards for Schools is available at www.ipminstitute.org or from the Institute.

_____ **TOTAL PAGE 11**

4.0 Record keeping is used to document IPM performance.

_____ **a. A Pest Sightings/Damage Log is used that includes information such as date, time, location, a description of the pest or pest damage and the name of the person reporting. This log may be part of a general maintenance reporting system.**

_____ b. Complete, legible records of each pesticide application, including product, quantity used, date and time of application, location, application method and target pests are maintained for at least three years.

_____ c. Pest Manager reviews log reports promptly and records and dates responses taken to each report.

Notes: _____

_____ **TOTAL PAGE 12**

5.0 Posting and notification.*

- _____ a. Facility notifies students and staff of all potential pesticide uses at the start of the school year and offers advance notification to those requesting it.
- _____ b. At least 24 hours prior to pesticide application, postings are placed in a designated public area detailing locations to be treated and contact information for further information.
- _____ c. Notice remains posted for at least 48 hours post-application.

* Exceptions may be made where an imminent threat to health exists (e.g., stinging insects) or for applications of pesticides defined as least-toxic (see the *IPM Standards for Schools*), or for situations where the school will be unoccupied for five days following the application. For emergency applications, postings must be placed as soon as practical.

Notes: _____

_____ **TOTAL PAGE 13**

6.0 Facility uses least-toxic pesticides only when necessary. (See Section 7.0 for anti-microbials.)

- _____ a. Facility maintains a list of approved pesticides, selected by reviewing needs and pesticide hazards, with a procedure for reviewing new products as needed and for annual review and revision of the list by the IPM or related committee.
- _____ b. Pesticides labeled “Danger” or “Warning” are not used. If a pesticide is classified as exempt from registration by US EPA, it does not meet criteria (acute oral, dermal or inhalation toxicity, skin or eye sensitivity) for labeling as “Danger” or “Warning.”*
- _____ c. Pesticides with ingredients classified as possible, known, probable or likely carcinogens or reproductive toxicants by US EPA or the California Prop 65 list, or as endocrine disruptors on the Illinois EPA list are not used.*
- _____ d. No pesticide ingredients are classified as nervous system toxicants such as cholinesterase inhibitors or neurotoxins on the Toxics Release Inventory.*
- _____ e. Pesticide inventories are not maintained by the school, or maintained only if personnel properly licensed to apply those pesticides are on staff. Storage is tightly controlled to prevent unauthorized access.
- _____ f. Pesticides are not used unless inert ingredients are disclosed, and these inert ingredients also meet the restrictions listed above, and are not listed on the US EPA List 1: Inerts of Toxicological Concern.*
- _____ g. Pesticides used outdoors do not include label precautionary statements including “toxic” or “extremely toxic” to bees, birds, fish or wildlife, unless these organisms are the target pest.*
- _____ h. Pesticides used outdoors do not include ingredients with moderate or high mobility in soil, according to the Groundwater Ubiquity Score (GUS), or with a soil half-life of 31 days or more (except for mineral products).*
- _____ i. Pesticide formulations are ready-to-use or pre-mixed before bringing onto school grounds.
- _____ j. Spray applications of residual-active pesticides to an exposed surface of a structure (e.g., floor, baseboard, wall, etc) are not used.
- _____ k. If dust formulations are used, application sites are sealed after application. (If dusts are applied into stinging insect nest entrances on the exterior of buildings, these need not be sealed until after the hive is destroyed and activity ceases.)
- _____ l. School assesses pesticide risks from use by neighbors and acts to reduce those risks if present.
- _____ m. Rodenticide baits, if used, are in bait-block form, not granular, and are:
 - i) placed in areas inaccessible or off-limits to children; **or, if not, are**

- ii) placed in a locked, distinctively marked, tamper-resistant container designed specifically for holding baits and constructed of metal, plastic or wood; and
- iii) bait containers are securely attached to floors, walls, etc. such that the container cannot be picked up and moved; and
- iv) baits in containers are placed in the baffle-protected feeding chamber of the bait container and not in the runway; and
- v) baits in containers are parafinized or weatherproof if used in wet areas ; and
- vi) not used outdoors unless bait containers are inaccessible to children (e.g., placed underground in pest nests or on building roofs).

_____ n. Fertilizer application rates and timing to school grounds are based on need.
(Score as N/A if school grounds are not being evaluated).

* For help in evaluating pesticides, contact the IPM Institute.

Notes: _____

_____ **TOTAL PAGE 14-15**

7.0 Facility uses least-toxic cleaners, sanitizers and anti-microbial pesticides only when necessary.

- _____ **a. Facility maintains a list of approved anti-microbial pesticides, soaps, antiseptics and germicides, selected by reviewing needs and pesticide hazards, with a procedure for reviewing new products as needed and for annual review and revision of the list. (Existing expert-vetted lists and criteria, such as Green Seal, are available and encouraged.)**
- _____ **b. A regular cleaning schedule is maintained and:**
 - i) facility designates less critical sites and uses such as offices, hallways, classrooms, cafeterias and general hand-washing for general, least-toxic cleaning product use rather than anti-microbial pesticides or anti-bacterial chemicals;
 - ii) facility designates moderately critical sites and uses such as food preparation surfaces, dishes and utensils for cleaning and sanitizing with least-toxic products; and
 - iii) facility designates most critical sites and uses such as surfaces in restrooms, nurseries and diaper-changing areas for disinfection with anti-microbial products. These surfaces are cleaned prior to disinfection to remove dirt, unless a one-step, combination cleaner/disinfectant is used.
- _____ **c. Anti-microbial pesticides labeled “Danger” or “Warning” are not used.**
- _____ **d. No ingredients are classified as possible, known, probable or likely carcinogens or reproductive toxins by US EPA or the California Prop 65 list, or as endocrine disruptors on the Illinois EPA list.**
- _____ **e. No ingredients are classified as nervous system toxicants such as cholinesterase inhibitors or neurotoxins on the Toxics Release Inventory.**
- _____ **f. No ingredients are classified as volatile organic compounds (VOCs).**
- _____ **g. Product storage is tightly controlled to prevent unauthorized access.**
- _____ **h. Anti-microbial pesticides are not used when children are present in the immediate area with potential for contact with skin, mucous membranes, etc.**
- _____ **i. Products are not used unless inert ingredients are disclosed, and these inert ingredients also meet the restrictions listed above, and are not listed on the US EPA List 1: Inerts of Toxicological Concern.***
- _____ **j. Facility staff are trained to reduce infection potential and chemical hazards including regular hand washing; recognizing levels of cleaning/disinfection for specific work sites; product toxicity and personal protective equipment requirements; and proper storage, mixing and use according to label directions. Students are trained to reduce infection potential and chemical hazards including regular hand washing, e.g., via signage in lavatories.**

____ k. Facility uses damp-cloth dusters, damp mops and/or vacuums as primary cleaning strategies rather than sweeping or feather-type dusters which can disperse dirt and dust.

____ l. *Bonus*: Entry mats at least five-steps long are used at exterior entrances and washed or vacuumed regularly and thoroughly to intercept/prevent entry of dirt. *Bonus advanced practices that can improve but do not detract from score.*

____ m. *Bonus*: Vacuums are HEPA-filtered.

____ n. *Bonus*: Mop heads and sponges are replaced daily. If mop heads are treated, e.g., with aerosol products, they are pre-treated offsite or treated outdoors.

* For help in evaluating pesticides and cleaning products, contact the IPM Institute.

Notes: _____

____ **TOTAL PAGE 16-17**

Six in every hundred cleaning workers are injured every year; 20% are chemical burns to eyes or skin, according to a review of workers compensation claims.

D. Pesticides and Products Used

List complete brand names of all pesticides, anti-microbials, cleaning products and other pest-management products (e.g., traps, monitors) used in the previous 12 months (or attach a separate existing list if available). This list will help your evaluator and the IPM Institute identify opportunities to transition to less toxic alternatives.

(Attach additional pages if necessary, or a separate existing list if available)

G. IPM Scorecard

Enter points earned for each page:

Total Page 9:	
Total Page 10:	
Total Page 11:	
Total Page 12:	
Total Page 13:	
Total Page 14-15:	
Total Page 16-17:	
Grand Total:	
Percent score (divide the Grand Total by 48*):	

**Subtract 1 from 48 for each practice scored as Not Applicable (N/A) before dividing.*

Scoring Key: **70% to 100%** **IPM STAR Certified School**
 0% to 69% **IPM in Progress.** Earn certification by making the
 improvements needed to raise the score above 70%.

H. Evaluator Statement

I evaluated the IPM program for buildings/grounds/both (circle one) at the _____ school/school system on the _____ day of _____ (month), 20____ (year). The school achieved the score noted above.

Evaluator Signature: _____ Print Name: _____

Address: _____

City, State, Zip: _____

Phone: (_____) _____ E-mail: _____

For a comprehensive list of IPM tactics for specific pest problems, including common key pests in school buildings and on school grounds, see the IPM Standards for Schools. Visit www.ipminstitute.org for more information.

I. Facility Representative Statement

To the best of our knowledge, the information provided for this evaluation is accurate and complete. If approved, we agree that the certification period, including our use of the IPM STAR Certified designation and logo, is for three years only and must be renewed at that time, including a reevaluation. Further, we agree to inform the IPM Institute within thirty days of any changes in our pest management program that may impact compliance with certification requirements, or if the individual responsible for our IPM program leaves that position. We grant permission to the IPM Institute to review and evaluate records or facilities for continued compliance during working hours and with reasonable notice. Should our pest management program be found to out of compliance with IPM STAR certification requirements at any time, it may be revoked at the sole discretion of the IPM Institute of North America, Inc., including our use of the IPM STAR Certified designation and logo.

Name of Facility Representative: _____ Title: _____

Signature: _____

Mailing address: _____

City, State, Zip: _____

Phone: (____) _____ E- mail: _____

Individual responsible for IPM Program: _____

Phone: (____) _____ E- mail: _____

J. Fee Calculation

Evaluation Fee \$ _____

Wall Plaque(s), \$95 each: \$ _____ (\$95 x ____ plaques)

Additional certificates (\$3.00 each): \$ _____ (\$3 x ____ certificates)

Total enclosed: \$ _____

Payment Method

Check or money order enclosed, payable to IPM Institute of North America, Inc.

Master Card/Visa Card #: _____ Expires: ____/____

Name on card: _____

Billing address (if different from above): _____

City, state, zip: _____

Phone: (____) _____ E- mail: _____



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