



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Pest Management Quick Reference Guide for Site Administrators

NUMBER: BUL-4570.0

ISSUER: Joseph A. Mehula, Chief Facilities Executive
Facilities Services Division

DATE: February 1, 2009

ROUTING
 Local District Superintendents
 Administrators
 Principals
 All Staff

POLICY: To provide site administrators quick reference guidelines for preventing/resolving pest issues at schools and offices.

BACKGROUND: In March, 1999, the Board of Education approved the attached Integrated Pest Management (IPM) policy, with the goal of preventing and/or resolving pest issues at schools and offices through the use of non-chemical methodologies. When chemicals are required as a last resort, lower-risk products approved by a 15-member oversight team must be used. Only District licensed pest management staff may apply pesticides, including herbicides, on District sites. Site administrators and their staff, as well as Maintenance personnel, can employ numerous non-chemical methodologies to prevent or resolve pest issues.

GUIDELINES: The attached guide is a quick-reference resource for site administrators. Tips are offered on steps that can be taken at schools and offices to avoid pest, or to temporarily resolve pest issues until a Pest Management Technician is dispatched to the site. There are three attachments as follows:

- Attachment A – Pest Management Quick Remedy for Site Administrators
- Attachment B – Site Administrators’ Responsibilities Regarding Pest Problems at their Facilities
- Attachment C – Integrated Pest Management Policy

AUTHORITY: Site Administrators are responsible for ensuring compliance with the IPM policy at their sites.

RELATED RESOURCES: www.laschools.org/pom

ASSISTANCE: For assistance or further information, please contact the District’s Pest Management Unit at (213) 743-1102.



Pest Management Quick Remedy Guide for Site Administrators

This quick reference guide is based on the most common pests which historically have generated the largest number of work order requests to the District's Pest Management Department. Following these guidelines will lead to prevention of pests on campuses and/or provide a temporary means for dealing with pests until a Pest Management Technician is dispatched to the site following the receipt of a service request. For more information on these pests, refer to the attached "Site Administrators' Responsibilities Regarding Pest Problems at Their Facilities" and the District URL at www.laschools.org/pom.

Argentine Ants

This is the most common ant that invades buildings in Southern California. It is a small dark brown ant which travels in trails (in file or in lines).

- Observe the ants and note what they are feeding on indoors. If they are in the trash cans, empty the trash receptacle. Replace the trash can liner.
- Remove any food, food wrapper, spilled food, or beverage that is attracting the ants indoors.
- Vacuum ants or wipe up ants after spraying them with soapy water (one tablespoon of dish soap in one quart of water).
- Clean and dry sinks at the end of each day to deny ants access to food and water overnight.
- Refer to the District's Pest of the Month Program numbers 5 and 33.

Cockroaches

- Reduce clutter and pick up materials which are on the floor.
- Store consumables, including pet food, in sealed containers.
- Do not allow food and beverage consumption in classrooms.
- Do not permit the storage of recyclables in classrooms.
- Teach and practice superior sanitation and good housekeeping.
- Vacuum and clean areas of infestation.
- Refer to Pest of the Month Program numbers 4, 16, and 33.

Rats and Mice

- Find out what they are feeding on and remove it from infested area.
- Do not permit food and beverage consumption in classrooms.
- Make sure trash containers are emptied at the end of each day.
- Store edibles (dry beans, peas, etc) in rodent-proof containers.
- Teach and practice superior sanitation and good housekeeping.
- Refer to Pest of the Month Program numbers 1, 16, 31 and 33.



Spiders

- Only three species of spiders which occur in southern California are poisonous, so do not panic. Do not attempt to catch a spider. Most spiders will bite if they feel threatened.
- Have the plant manager crush or vacuum any visible spiders and remove the webs with a long handled broom.
- Reduce clutter and eliminate unnecessary storage indoors.
- Vacuum and clean the infested area.
- Refer to Pest of the Month Program number 9.

Honey Bee Swarms

- When informed of a honey bee swarm on campus, immediately request the plant manager to check the area to confirm the presence of swarming bees.
- Remember – honey bees foraging on flowers in trees and shrubs are not swarming bees.
- If a honey bee swarm is present, secure and caution tape off the area. Keep people away from the area.
- Place an emergency call to the service call center for assistance.
- Refer to Pest of the Month Program numbers 3, 12, and 14.

Pigeons

- Do not permit feeding of pigeons on school grounds.
- Encourage everyone to place all food debris in trash cans.
- Have food debris removed from ground and tabletops immediately after meal service.
- Place a service request for repair of leaky outdoor faucets to deny them access to water.
- Place a service request for installation of exclusionary devices (e.g., nets or spikes).
- Ensure that dumpster lids are kept closed.
- Refer to Pest of the Month Program numbers 6, 28, and 33.

Feral Cats

- Do not permit food or water to be provided to feral cats on school grounds.
- Place a service request for removal of feral cats from the site.
- Place a service request for replacement or repair of building access vents.
- Ensure that dumpster lids are kept closed.
- Refer to Pest of the Month Program number 37.

Mosquitoes

- Ensure that standing puddles of water are removed.
- Avoid over watering of planted areas or potted plants.
- Place a service request for repair or replacement of window/door screens.
- Dispose of trash that can hold water, including cans, cups, foil, plastic, etc.
- Refer to Pest of the Month Program numbers 15, 17, 18, 19, and 34.



SITE ADMINISTRATORS' RESPONSIBILITIES REGARDING PEST PROBLEMS AT THEIR FACILITIES

The Board of Education adopted an Integrated Pest Management (IPM) Policy in March, 1999, with the goal of using non-chemical methodologies to prevent or eliminate pests from District schools and offices. When pesticides must be used, only low-risk products approved by the 15-member IPM Team may be utilized. Any pesticide application must be made by a licensed District Pest Management Technician.

Non-chemical integrated pest management is based on the following four simple principles of denial: Don't let them eat; don't let them drink; don't let them come in; and don't let them hide out. Anything you can do to help with one or more of these principles will help the Pest Management staff to protect you from the presence of pests.

This summary has been prepared as a quick-reference guide to assist site administrators in maintaining facilities that are pest free, as well as identifying immediate actions that can be taken by site-based staff when some of the most commonly occurring pests are discovered on campuses.

GENERAL CONSIDERATIONS

A person(s) at the site should be designated as the contact person(s) with respect to pest management issues. Currently, at most district locations the plant manager is the designated contact. If a site administrator is desirous of being contacted by the district's pest management technician if he/she is on the premises when the technician arrives at the location, they should make that request known to the Plant Manager.

- When a pest problem is brought to the attention of the site-based contact person, he/she should **go to the location** in question so as to obtain firsthand knowledge of the situation.
- A work order request should be placed to the M & O Service Call Center at 213 745-1600. The following information must be provided to the Call Center:
 - ✓ The facility name and location code.
 - ✓ Specific area(s) of the site where the pest has become a problem. For example, building and room numbers, etc.
 - ✓ Specify the type of pest causing the problem. For example, pigeons, fleas, rats, cats, cockroaches, ants, mice, etc.
 - ✓ Give an accurate classification of the priority this call should receive. For example, Emergency, Urgent, or Routine. Refer to the District's IPM Handbook, section 4 – request for service, for proper call designation.
 - ✓ Give the name, title, and telephone number (and when available, a cell phone number), of the person reporting the problem.
 - ✓ Record the service call on the log sheet maintained by the plant manager. Include the service call reference number provided by the Service Call Center on the log.



SOME SIMPLE STEPS SITE STAFF CAN TAKE TO OBTAIN TEMPORARY RELIEF FROM CERTAIN PESTS

The applicability of the recommendations listed below will vary depending on what pest is causing a problem and where the problem is occurring. Suggestions for mitigating some of the most common pest problems, based on the number of work order requests received by the District's pest management department, are discussed below.

RATS and MICE

Determine if food is permitted in the area experiencing a problem. Secure all foods in the affected areas by placing them in rodent-proof metal or glass containers. Where possible, remove food items from the area at least until the problem is resolved. Promptly dispose of all food debris from the area. Trash containers in the affected area must be emptied at least daily. Do not leave trash and miscellaneous food debris in trash cans overnight or over the weekend. Reduce clutter in the area that is serving as harborage. If there is an obvious entry hole that can be plugged to deny rodents access, please plug the hole. Place a work order to have any known maintenance deficiencies corrected (for example, broken, missing, or damaged vent screens). Refer to Los Angeles Unified School District (LAUSD) Pest of the Month Program number 1, 16, 31, and 33 for more information on rodents and what you can do to help.

COCKROACHES

Determine if food is permitted in the affected area. Where possible, remove all foods, food debris, discarded food wrappers and containers from the area where cockroaches were found. Do not allow trash to remain in trash containers overnight or over the weekend. Remove or reduce clutter that can be potential harborages. Correct any moisture problem in the area and place a work order to have any maintenance deficiencies remedied. Improve sanitation so as to deprive cockroaches of food, water, and harborages. Cafeteria managers must inspect all incoming merchandise to ensure that cockroaches are not being brought into the facility in deliveries. Refer to LAUSD Pest of the Month Program numbers 4, 16, and 33 for more information on cockroaches and what you can do to help.

ANTS

The two major items which attract ants indoors are food and water. Deprive them of these survival requirements and they will go elsewhere. Determine if food is permitted in the infested area. Remove foods that are attracting ants. Eliminate food consumption and storage in classrooms if this is where ants are a problem. Dispose of indoor trash promptly. Elevate sanitation efforts to a higher level as this is vital to discouraging ants from foraging indoors. Repair water leaks. Ant trails can be sprayed with soapy water and wiped up to obtain immediate relief. If ants are entering through a crack or crevice in the baseboard or floor tile, caulking these entry points with non-toxic latex caulk could temporarily halt the invasion until pest management personnel can visit the site. Refer to LAUSD Pest of the Month Program number 5 and 33 for more information on ants and what you can do to help.



HONEY BEES

Three types of honey bee behavior create problems at LAUSD properties and these will be discussed separately. If someone reports a honey bee problem at a school site, the designated pest management contact at the site **MUST** go to the area immediately. This is necessary so the problem can be quickly assessed and evaluated and the proper course of action taken. Honey bees pose a health and safety threat to people and reported bee problems must be taken seriously and responded to promptly.

Honey bee swarms

A honey bee swarm occurs when large numbers of bees suddenly appear in an area. This can take place suddenly. Swarming bees may aggregate in a cluster on a building or in a tree or shrub. These bees are looking for a new home and they are just waiting for scout bees to return from their explorations and report on favorable nesting sites. Once a nesting site is determined, the entire cluster of bees will move to that location. Ninety five percent of honey bee swarms move on in 24 hours. Honey bees in a swarm cluster do not have honey, wax, pollen, or brood to defend and thus they are generally not prone to be aggressive; however, they must be treated with respect. Do not harass the bees. Do not spray them with water. Do not try to control them yourself. Knowledgeable people, with special personal protective equipment, are required to handle honey bee swarms because of the potential risks.

Place a work order request. Honey bee swarms on campus are classified as an emergency. However, until a Pest Management Technician arrives, barricade and/or caution tape and secure the area where the swarm is located and keep people away from the site. Adult supervision is necessary to ensure that children do not enter the area. If student health or safety is compromised, where at all possible, adopt a rainy day schedule and feed students indoors.

Honey bees foraging on flowers

Honey bees visit flowers to gather pollen and nectar which they use as food. Bees evolve with flowers and they render a valuable service to society by pollinating plants. It is estimated that one third of the human diet results from bees pollinating crops. Foraging bees are busy bees. If you leave them alone, they will leave you alone. Bees sting children because they were harassing the insects or attempting to catch them. Barricade and/or caution tape an area if many bees are visiting flowers and are creating a perceived problem. Flowering plants were planted on campuses to add aesthetics and improve the physical learning environment. They cannot be cut down and removed. Lower limbs of drooping flowering trees could be trimmed to a height of about nine feet so as to prevent bees from coming too close to the ground where people might be walking. If you walk below blooming trees, you will hear bees buzzing as they work. Again, leave them alone and they will leave you alone. If a honey bee stings a person, that bee will die because its barbed stinging apparatus rips out in the process. Bees are not prone to sacrifice their lives unnecessarily. They are only inclined to sting when they feel threatened and are defending themselves or their hive. In some cases, flowers that are attracting bees on shrubs can be cut off and removed. However, this defeats the purpose because flowering plants are there to beautify the campus. If you cut them off, the beauty of the school environment will be diminished.



Honey bees foraging in trash receptacles

Honey bees sometimes create problems when they visit trash cans in and around the lunch area of some schools where they are looking for sweet foods such as pancake syrup. Cinnamon rolls and glazed donut with icing, as well as waffle and pancake syrups, contain 70% high fructose corn syrup. The sugar content of pancake syrup is higher than that of nectar bees collect from flowers and as a result, bees become highly excited when they find pancake syrup in trash cans and they will return repeatedly to the location as well as recruit hive mates to it.

The following steps must be taken to prevent honey bees from foraging in trash receptacles:-

- ✓ Do not place trash cans between or near lunch tables. Place trash cans at least 12 feet away from the tables on the perimeter of the food consumption area.
- ✓ Remove breakfast and nutrition break trash from the lunch tables and the ground immediately after food consumption.
- ✓ Empty trash cans immediately after breakfast and nutrition breaks. Do not leave trash with pancake syrup on it in the trash cans until after lunch as bees will imprint on the site and they will keep returning to the location.
- ✓ Where possible, use trash cans with spring-loaded push back lids to deny bees access to the contents.
- ✓ Tie the top of trash can liners before depositing them in dumpsters. Honey bees will forage for pancake syrup in open trash in dumpsters.

Refer to LAUSD Pest of the Month Program numbers 3, 12, and 14 for more information on honey bees and what you can do to help.

PIGEONS

Pigeons hang out on school property because they can find, food, water, and nesting and loafing sites there. To discourage pigeons from being at schools, we have to start with changing certain behavioral practices. First and foremost, discourage the feeding of pigeons on school grounds.

Encourage everyone to dispose of leftover foods and food debris in trash containers. Clean food consumption areas promptly to deprive pigeons of a prolonged food supply. Do not allow water to accumulate outdoors from leaky faucets, broken sprinkler heads, etc. If you do not allow pigeons to eat or drink at schools, they will be forced to go elsewhere. Pigeons and their droppings and ectoparasites are health hazards so it is vital that we do not do anything to encourage the presence of these birds at schools.

Refer to LAUSD Pest of the Month Program numbers 6, 8, 28, and 33 for more information on pigeons and what you can do to help.

FERAL CATS

Feral cats also hang out on school property because they can find food, water, and shelter. These cats may carry fleas and diseases, and they have the potential to bite or scratch students or staff.

Do not permit food or water to be provided to cats on school grounds. Place a service request to have the cats removed from the site, as well as the replacement or repair of building access vents. Also ensure that dumpster lids are kept closed.

Refer to LAUSD Pest of the Month Program number 37 for more information on feral cats and what you can do to help.



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ATTACHMENT B (Cont'd.)

MOSQUITOES

West Nile Virus is transmitted to humans and animals by mosquitoes. As with numerous other pests discussed above, make sure doors and windows have tight-fitting screens in good repair and avoid standing water on school property.

Refer to LAUSD Pest of the Month Program numbers 15, 17, 18, 19, and 34 for more information on mosquitoes/West Nile Virus and what you can do to help.

IN CLOSING

The common sense suggestions outlined above will help alleviate stress and aggravation caused by pest infestations. Remember, every little bit helps and everyone needs to pitch in to help out. The District is trying to manage pest problems by non-chemical means to protect the health, welfare, and safety of all concerned. Please do your part to help us achieve this goal.

Thank you for your help and cooperation on this important matter.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
INTEGRATED PEST MANAGEMENT POLICY**

Policy Statement

It is the policy of the Los Angeles Unified School District to practice Integrated Pest Management (IPM). All aspects of this program will be in accordance with federal and state laws and regulations, and county ordinances. All District policies must conform to this IPM policy.

Pesticides pose risk to human health and the environment, with special risks to children. It is recognized that pesticides cause adverse health effects in humans such as cancer, neurological disruption, birth defects, genetic alterations, reproductive harm, immune system dysfunction, endocrine disruption and acute poisoning. Pests will be controlled to protect the health and safety to students and staff, maintain a productive learning environment and maintain the integrity of school buildings and grounds. Pesticides will not be used to control pests for aesthetic reasons alone. The safety and health of students, staff and the environment will be paramount.

Further, it is the goal of the District to provide for the safest and lowest risk approach to control pest problems while protecting people, the environment and property. The District's IPM policy incorporates focusing on long term prevention and will give non-chemical methods first consideration when selecting appropriate pest control techniques. The District will strive to ultimately eliminate the use of all chemical controls.

The "Precautionary Principle" is the long-term objective of the District. The principal recognizes that:

- a) No pesticide product is free from risk or threat to human health, and
- b) Industrial producers should be required to provide that their pesticide products demonstrate an absence of the risks enumerated in paragraph two of the policy statement rather than requiring that the government or the public prove that human health is being harmed.

This policy realizes that full implementation of the precautionary principle is not possible at this time and may not be for decades. But the District commits itself to full implementation as soon as verifiable scientific data enabling this becomes available.