

HEALTHY SCHOOLS ACT (HSA)

Frequently Asked Questions

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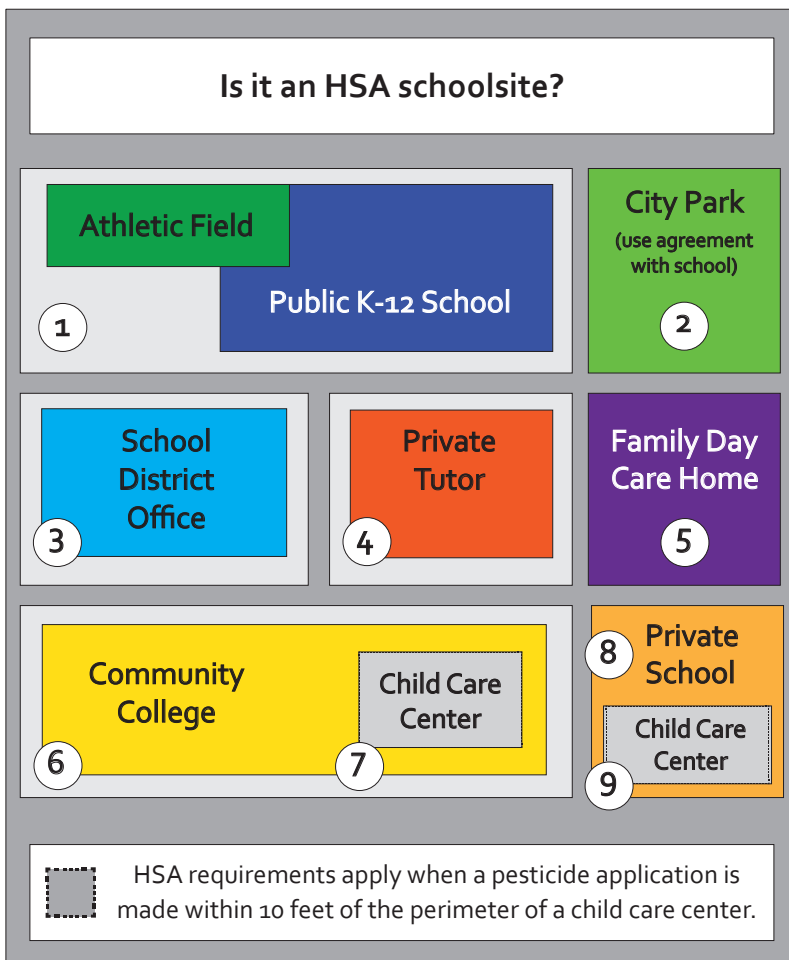
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What is the Healthy Schools Act (HSA) and who is it for?

The Healthy Schools Act (HSA) is a law that defines pesticide use and reporting requirements for California K – 12 public schools and licensed child care centers—collectively known as schoolsites. The HSA applies to anyone (school staff, volunteers, and pest management businesses) applying any type of pesticide at a schoolsite. The Department of Pesticide Regulation (DPR) develops training and other outreach materials to assist with HSA compliance and to facilitate the adoption of least-toxic pest management strategies. Schoolsite pesticide use information is required to be reported to DPR.

What is considered an HSA schoolsite?

Under the Healthy Schools Act, schoolsites are defined as public K – 12 schools and licensed child care centers. Private schools and family day care homes are not schoolsites. Schoolsites also include buildings or structures, playgrounds, athletic fields, vehicles, and any other area of the property visited or used by students.



1. **Yes!** Public K-12 Schoolsites including athletic fields.
2. **Yes!** Adjoining city or county parks regularly used by schools and child care centers are considered schoolsites. All requirements of the HSA apply. These school districts and local agencies should sign a formal memorandum of understanding or joint-use agreement so that the pesticide-use information can be shared between both entities.
3. **No.** Off-campus administration buildings are exempt.
4. **No.** This center is visited by pupils but is not a public school or licensed child care center.
5. **No.** Family day care homes are exempt.
6. **No.** College campuses and post-secondary facilities, even if attended by minors, are exempt.
7. **Yes!** Licensed child care centers, whether public or private, are considered schoolsites, even those on college campuses.
8. **No.** Private schools are exempt.
9. **Yes!** Licensed child care centers, even those not affiliated with the school property they are leasing from, are considered schoolsites.

IPM Coordinator



Who should be the IPM Coordinator?

The Integrated Pest Management (IPM) Coordinator is a staff member chosen by the schoolsite to ensure the HSA requirements are met. Examples of IPM Coordinators include maintenance and operations directors and child care directors. Their contact information is included on the IPM Plan and the school Pesticide Use Report (PUR).

What do they do?

The IPM Coordinator works with administrators, parents and guardians, staff, and hired pest management businesses to make sure the schoolsite complies with all of the Healthy Schools Act requirements. The IPM Coordinator is the main contact for HSA questions.

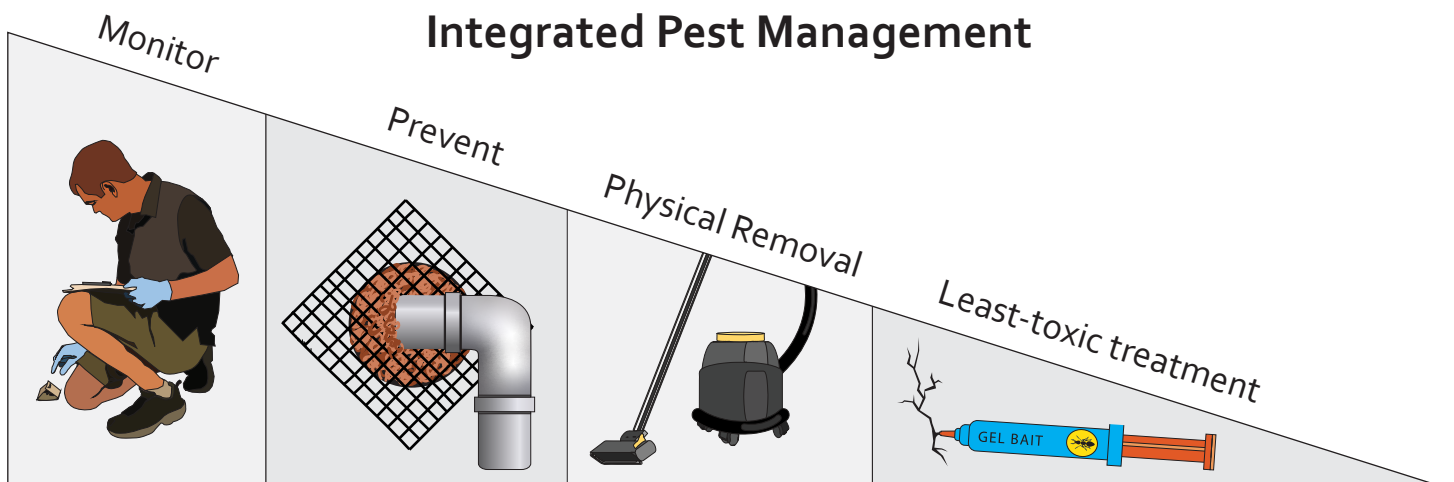
What if the IPM Coordinator changes?

Please update the contact on the IPM Plan and Pesticide Use Reports, and email DPR at school-ipm@cdpr.ca.gov with the contact information.

What is Integrated Pest Management?

Integrated Pest Management (IPM) is a pest management strategy that focuses on long-term prevention or suppression of pests through a combination of techniques such as monitoring for pest presences, making habitat less conducive to pests, improving sanitation, physically removing pests, and using least-toxic pesticides when necessary as a last resort. Successful school IPM practices require active cooperation and participation from schoolsite staff, students, and visitors.

School IPM resources are available on the DPR website: www.cdpr.ca.gov



IPM Plan



How do schoolsites develop an Integrated Pest Management (IPM) Plan?

The IPM Coordinator develops an IPM Plan by collaborating with others, such as school staff and pest management professionals, to identify pest management needs and to create integrated pest management strategies in relation to the unique nature of schoolsites and children's health.

Local pest management resources include County Agricultural Commissioner's offices and County Vector Control Districts.

What needs to be on the IPM Plan?

- The name of the schoolsite's IPM Coordinator
- All non-exempt pesticides (such as weed killers and insecticides) expected to be applied
- A date when the plan will be reviewed and revised, if necessary

Sample IPM plan forms can be found on the on the DPR website: www.cdpr.ca.gov

School District Integrated Pest Management Plan

When completed, this template meets the Healthy Schools Act requirement for an Integrated pest management (IPM) plan. An IPM plan is required if a school district uses pesticides.

Contacts

School District Name _____ Address _____

District IPM Coordinator _____ IPM Coordinator's Phone Number _____ Email Address _____

IPM statement

It is the goal of _____ to implement IPM by focusing on long-term prevention or suppression of pests through: accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risk to people, property, and the environment, and only after other options have been shown ineffective.

Our pest management objectives are to: *(example: Focus on keeping pests prevented)*

IPM team

In addition to the IPM Coordinator, other individuals who are involved in purchasing, making IPM decisions, applying pesticides, and complying with the Healthy Schools Act requirements, include:

Name and/or Title	Role in IPM program

Pest management contracting

Pest management services are contracted to a licensed pest control business.

Pest Control Business name(s): _____

Prior to entering into a contract, the school district has confirmed that the pest control business understands the training requirement and other requirements of the Healthy Schools Act.

Pest identification, monitoring and inspection

Pest identification is done by: _____ *(example: College/University staff, Pest Control Business, etc.)*

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by _____ and results are communicated to the IPM Coordinator.

(example: District staff/Staff, e.g. Maintenance staff)

Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include: _____ *(example: Daily monitoring boards are placed on the kitchen and are checked weekly by maintenance staff)*

Pests and non-chemical management practices

This school district has identified the following pests and routinely uses the following non-chemical practices to prevent pests from reaching the action level:

Pest	Remove food	Fix leaks	Seal cracks	Install barriers	Physical removal	Traps	Manage irrigation	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chemical pest management practices

If non-chemical methods are ineffective, the school district will consider pesticides only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment.

This school district expects the following pesticides (pesticide products and active ingredients) to be applied during the year. (This list includes pesticides that will be applied by school district staff or licensed pest control businesses.)

Healthy Schools Act

This school district complies with the notification, posting, recordkeeping, and all other requirements of the Healthy Schools Act. (Education Code Sections 17608 – 17613, 48980.3; Food & Agricultural Code Sections 13180 – 13186)

Training

Every year school district employees who make pesticide applications receive the following training prior to pesticide use:

Pesticide-specific safety training (Title 3 California Code of Regulations 6724)

School IPM training course approved by the Department of Pesticide Regulation (Education Code Section 16714; Food & Agricultural Code Section 13186.5).

Submittal of pesticide use reports

Reports of all pesticides applied by school district staff during the calendar year, except pesticides exempt from HSA recordkeeping, are submitted to the Department of Pesticide Regulation at least annually, by January 31 of the following year, using the form provided at www.cdpr.ca.gov/schools. (Education Code Section 16711)

Notification

This school district has made this IPM plan publicly available by the following methods (check at least one):

This IPM plan can be found online at the following web address: _____

This IPM plan is sent out to all parents, guardians and staff annually.

Review

This IPM plan will be reviewed (and revised, if needed) at least annually to ensure that the information provided is still true and correct.

Date of new review: _____

I acknowledge that I have reviewed this school district's IPM Plan and it is true and correct.

Signature: _____ Date: _____

* These pesticides are exempt from all Healthy Schools Act requirements, except the training requirement: 1) products used in self-contained baits or traps; 2) gels or pastes used as crack and crevice treatments; 3) antimicrobials; and 4) pesticides exempt from US, EPA registration. (Education Code Section 17616.5)

Where does the IPM Plan need to be posted?

The IPM Plan must be posted on the schoolsite website. If the schoolsite does not have a website, then the IPM Plan must be provided to all parents, guardians, and staff.

Training



Who needs HSA training?

The IPM Coordinator and anyone expected to use a pesticide at a schoolsite must complete training. This may include schoolsite staff, teachers, and volunteers if they use pesticides like disinfectants or sanitizers, insecticides, or weed-killers. Licensed pest management professionals must also take an HSA training course before applying a pesticide at a schoolsite.

How often does the HSA training need to be completed?

- IPM Coordinators and schoolsite staff, including teachers, must take the training annually.
- Licensed pest management professionals must take the training once during each license renewal period.

How can I take the HSA training?

There are a few ways to take the required HSA training:

1. DPR Online Training Courses:

- Integrated Germ Management (IGM)* is designed for schoolsite staff who use disinfectants or sanitizers as part of their daily activities.
- Basic Pest Management for the Classroom and Office Environment* is an introduction to IPM for anyone applying pesticides, including disinfectants or sanitizers, at schoolsites.
- Best Pest Management Practices around Children (ADVANCED) is designed for licensed pest management professionals and others with experience in IPM. This course is certified for 1 hour of continuing education credit toward professional pest management licenses. (Not available in group training kit.)

*Offered in Spanish

Courses are free and available year-round through the DPR website: www.cdpr.ca.gov

2. DVD Group Training Kit

- Available for schoolsite staff only
- Request a free kit by email: school-ipm@cdpr.ca.gov

3. Approved 3rd-Party Training Courses

- Course list provided on the DPR website: www.cdpr.ca.gov

4. Workshops

- In-person workshops are available by region. To find out about upcoming workshops, send a request to: school-ipm@cdpr.ca.gov

How long is the training?

One hour or less. Courses that offer continuing education credit for licenses are at least one hour long.

Warning Signs



When do warning signs need to be posted?

Pesticide application warning signs need to be posted 24 hours before an application and remain posted until 72 hours after an application. Warning signs are still required when students are not present and during school breaks. Exempt pesticides do not require warning signs to be posted.

If there is a pest management emergency, warning signs need to be posted as soon as possible and remain posted until 72 hours after the application.

What is considered an emergency?

A pest management emergency is when the IPM Coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of pupils, staff, or other persons, or the schoolsite.

What do the warning signs need to say?

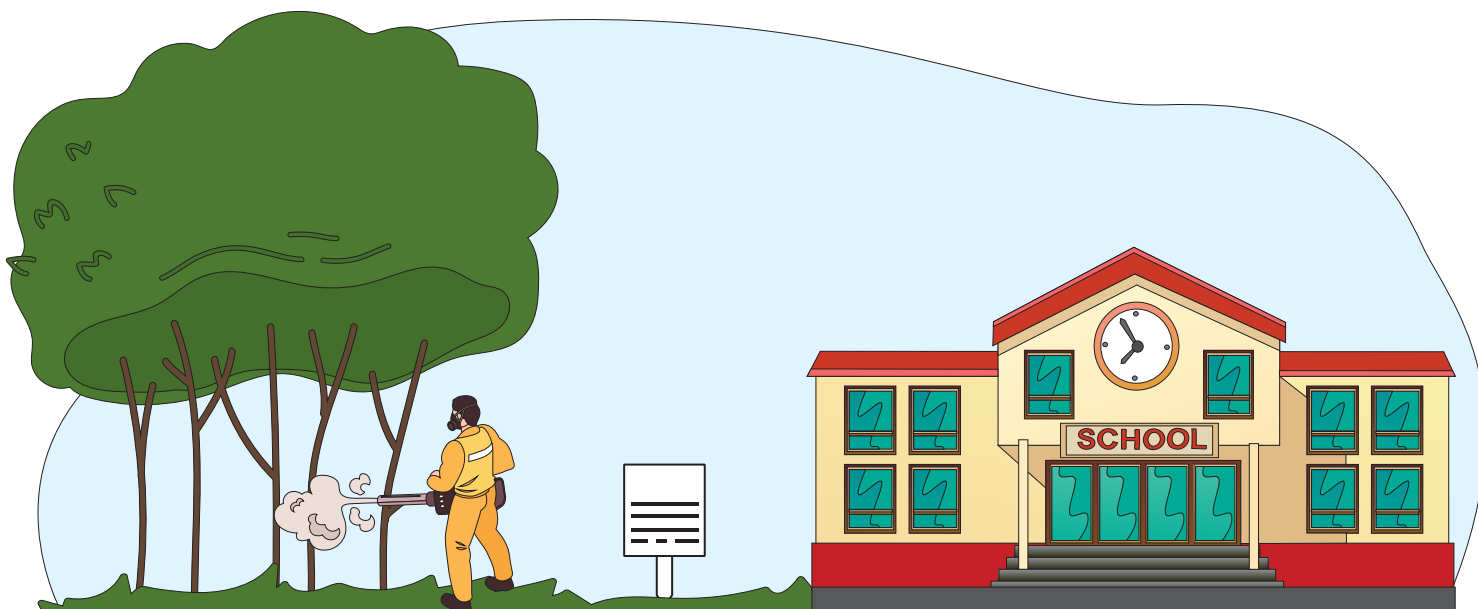
Warning signs must prominently display “Warning/Pesticide Treated Area” and include:

- The product and manufacturer’s name
- The U.S. EPA product registration number
- Scheduled date and areas of application
- The reason for the application (the target pest)

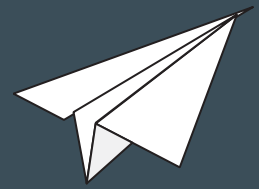
WARNING: PESTICIDE TREATED AREA	
Name of Pesticide: _____	
Name of Manufacturer: _____	
US EPA Registration No.: _____	
Intended Application Date: _____	Treated Areas _____
Actual Application Date: _____	Reason for Treatment _____
For more information about this pesticide application contact:	
Name _____	Title _____
For recordkeeping purposes per the Healthy Schools Act: Amount of Pesticide Used _____	

Where should I post the warning sign?

The warning sign must be visible to anyone entering a treated area.



Notifications



What needs to be on the annual written notification?

- A list of all pesticides (such as weed-killers and insecticides) and their active ingredients expected to be applied during the year by schoolsite staff and licensed pest management professionals
 - * Listing exempt pesticides is optional
- A link to the DPR website: www.cdpr.ca.gov
- The opportunity for recipients to register to receive advanced notifications about individual pesticide applications

Sample notification forms can be found on the DPR website: www.cdpr.ca.gov

When should I send out the annual notification?

The notification must be provided annually at the beginning of the school year to parents, guardians, and staff. Many schoolsites choose to include it in their parent handbook.

What if you want to use a pesticide that is not listed on the annual notification?

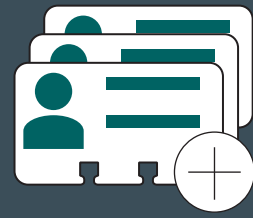
The IPM Coordinator must provide written notification of the pesticide not listed on the annual notification to all parents, guardians, and staff at least 72 hours before the application.

When is notification not required?

If there is a pest management emergency, advanced notification is not required. However, you must notify parents, guardians, and staff as soon as possible.

Exempt pesticide products such as self-contained bait stations, indoor gel or paste crack-and-crevice treatments, antimicrobial pesticides including disinfectants and sanitizers, and FIFRA 25(b) minimum-risk pesticides do not need to be included in notifications.

Notification Registry



What is a notification registry?

As a part of the annual written notification, a schoolsite must provide parents, guardians, and staff the opportunity to register to receive advanced notifications for individual pesticide applications. The people on the registry must receive notifications at least 72 hours before each pesticide application. The intent of the Healthy Schools Act is to provide schoolsite pesticide use information to parents, guardians, and staff so that they can make better informed decisions when pesticides are applied.

What needs to be on the individual notification?

- The product name
- The active ingredient(s)
- The intended date for the application

Sample notification forms can be found on the DPR website: www.cdpr.ca.gov

Annual Notification Form

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.

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:

SAMPLE 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

[SCHOOL LOCATION]

If you have any questions, please contact

[SCHOOL DISTRICT REPRESENTATIVE NAME]
at [PHONE].

Sincerely,
[NAME OF SCHOOL DISTRICT OFFICIAL]

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.

How should the individual notification be sent out?

The schoolsite can decide what form of communication is best for those on the registry. Examples include phone call, email, or hardcopy.

Recordkeeping



Do I need to keep records of all pesticide applications?

Each schoolsite must keep records of every non-exempt pesticide application made on the site, including those made by licensed pest management professionals.

Licensed pest management professionals are also required to keep records of their pesticide applications at schoolsites.

How can I keep a record of the pesticide applications?

Warning signs have most of the required information. By adding the amount of product used to the warning sign, it can be saved as a complete record.

Sample warning signs can be found on the DPR website:
www.cdpr.ca.gov

Records must always include:

- The pesticide product name
- The manufacturer's name
- U.S. EPA registration number
- Dates and areas of application
- Undiluted amount of pesticide product used

How long do I keep the records?

Schoolsites must keep records of all non-exempt pesticide applications made at the schoolsite (by staff and pest management businesses) for four years.

Does the public have access to the schoolsite's pesticide use records?

Yes. Records must be available to the public upon request as paper or electronic copies.

A rectangular warning sign form with a double border. At the top, it says 'WARNING: PESTICIDE TREATED AREA' in red. Below that are several fields for information: 'Name of Pesticide:', 'Name of Manufacturer:', 'US EPA Registration No.:', 'Intended Application Date' and 'Treated Areas', 'Actual Application Date' and 'Reason for Treatment', and 'For more information about this pesticide application contact:' with 'Name' and 'Title' fields. At the bottom, there is a line for 'Amount of Pesticide Used'. A magnifying glass is positioned over the bottom part of the form, focusing on the 'Amount of Pesticide Used' field.

For Record Keeping Purposes per

Reporting



Who submits school pesticide use reports (PUR)?

Both schoolsites and pest management businesses submit school pesticide use reports.

The schoolsite must report only pesticides applied by schoolsite staff. This includes weed-killing pesticides. Self-contained bait stations, indoor gel or paste crack-and-crevice treatments, antimicrobials, and FIFRA 25(b) minimum-risk pesticides are exempt from reporting by schoolsite staff.

If a pest management business applies registered pesticides at a schoolsite, they will submit their own pesticide use reports to DPR. However, the schoolsite is still responsible for posting warning signs and keeping records of all non-exempt pesticide applications made on site—applications made by schoolsite staff and pest management businesses.

Reports are due to DPR by January 30th of the following year. For example, reports for applications made during 2020 are due by January 30, 2021.

Which form should I use?


Schoolsite Staff: Use form DPR-HSA-118, *Pesticide Use Report for School and Child Care Employees*


Pest Management Businesses: Use form DPR-ENF-117, *School Site and Child Day Care Facility Pesticide Use Reporting By a Business*

Both forms are available on the DPR website: www.cdpr.ca.gov

PESTICIDE USE REPORTING FOR SCHOOL AND CHILD DAY CARE CENTER EMPLOYEES							
STATE OF CALIFORNIA DPR-HSA-118 (REV. 12/16) Page 1 of 2		DEPARTMENT OF PESTICIDE REGULATION PEST MANAGEMENT & LICENSING BRANCH					
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 adjuncts (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"/> OZ <input type="checkbox"/> ML <input type="checkbox"/> PT <input type="checkbox"/> GR <input type="checkbox"/> OZ <input type="checkbox"/> LB	
<input type="checkbox"/> School <input type="checkbox"/> Day Care						<input type="checkbox"/> OZ <input type="checkbox"/> ML <input type="checkbox"/> PT <input type="checkbox"/> GR <input type="checkbox"/> OZ <input type="checkbox"/> LB	
<input type="checkbox"/> School <input type="checkbox"/> Day Care						<input type="checkbox"/> OZ <input type="checkbox"/> ML <input type="checkbox"/> PT <input type="checkbox"/> GR <input type="checkbox"/> OZ <input type="checkbox"/> LB	
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<input type="checkbox"/> School <input type="checkbox"/> Day Care						<input type="checkbox"/> OZ <input type="checkbox"/> ML <input type="checkbox"/> PT <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

 Report what comes out of the original container in the units on the label

 Each row= One application

One application defined as:

- 1 Address**
- 1 Product**
- 1 Date**

If any of these change, it becomes a new row

Other Questions

Exempt Pesticides

What are pesticides?

A pesticide is any substance intended to prevent, destroy, repel, or mitigate any pest. Examples of pests include insects, rodents, weeds, mold, and germs. Insecticides, rodenticides, herbicides, and antimicrobials, like disinfectants and sanitizers, are all pesticides. Plant nutrients and fertilizers that contain weed-control chemicals are also considered pesticides.


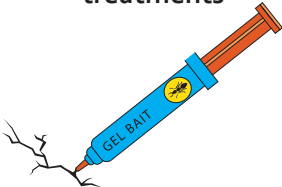

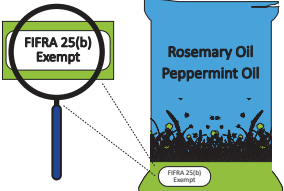
Topical antiseptics such as hand sanitizers are not included in the Healthy Schools Act because they are regulated by the Food & Drug Administration (FDA).

Exempt Pesticides

What pesticides are exempt from HSA requirements?

HSA training is required for anyone using any type of pesticide product at schoolsites. However, certain pesticide products applied by schoolsite staff are exempt from all other HSA requirements (i.e. notifying, posting warning signs, recordkeeping, and reporting).

In addition to receiving training, licensed pest management businesses must report all registered pesticides used at schoolsites.

Healthy Schools Act Exempt Pesticides			
Anyone using these products at schools must receive HSA training. All other HSA requirements do not apply.			
<p>Self-contained bait stations</p> 	<p>Gel and paste crack-and-crevice treatments</p> 	<p>Antimicrobial pesticides</p> 	<p>FIFRA 25(b) minimum-risk pesticides</p> 
FIFRA 25(b) minimum-risk pesticides pose little to no threat to human health and the environment. A U.S. EPA registration number will not appear on these products labels.			

Do I need to record and report organic pesticides?

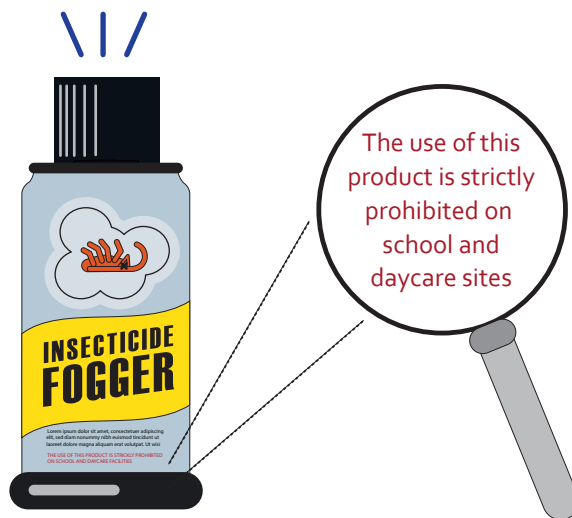
It depends. If the organic pesticide label has a U.S. EPA registration number and is not a self-contained bait station, gel or paste crack-and-crevice treatment, antimicrobial, or FIFRA 25(b) pesticide then all HSA requirements apply.

Prohibited Pesticides

What pesticides are prohibited from use at schools and child care centers?

Some pesticide products are prohibited from use at schoolsites due to registration reasons. The current prohibited products list can be found on the DPR website: www.cdpr.ca.gov. This list is updated quarterly.

Any pesticide product with label indicating “not for use at schools” is also prohibited.



Can school districts restrict pesticides?

Yes. A pesticide can be legal to use at a schoolsite according to California law and the product label, but local jurisdictions or school district may choose to restrict its use. Check local ordinances for more information.

Who do I contact with pesticide questions?

The local County Agricultural Commissioner's office: <https://www.cdfa.ca.gov/exec/county/countymap/>

How do I know if the product is a FIFRA 25(b) minimum-risk pesticide?

Most products in this category will have a statement on the label regarding their FIFRA 25(b) status.

Conditions for these products are found on the U.S. EPA website: <https://www.epa.gov/>

For further assistance, contact the local County Agricultural Commissioner's office.

HSA Requirements Summary Chart

Registered Pesticide Products in the Form of:	HSA Training Required	Post in IPM Plan	Applicator Notify Child Care Center	Notify Parents, Guardians, Staff	Post Warning Signs	Keep Records	Report to DPR By Jan. 30th Following Year
Dusts, sprays, aerosols (spray cans), foggers, bombs	Yes	Yes	120 Hours before	<ul style="list-style-type: none"> • Yes, list of pesticides to be applied that year • Yes, for those on the registry 	Yes 24 hrs before until 72 hrs after	Yes, keep for 4 yrs	Yes
<ul style="list-style-type: none"> • Self-contained bait stations • Indoor crack-and-crevice applications of gel or paste bait • FIFRA 25(b) pesticides (registration exempt) 	Yes	Optional	No, Exempt	No, Exempt	No, Exempt	No, Exempt	No, Exempt*
Antimicrobials including disinfecting sprays and wipes	Yes	Optional	No, Exempt	No, Exempt	No, Exempt	No, Exempt	No, Exempt*
Applications under emergency conditions	Yes	N/A	As soon as possible	Yes, as soon as possible	Immediately until 72 hrs after	Yes, keep for 4 yrs	Yes
Pesticides intended for use (not included in Annual Written Notification)	Yes	N/A Add when updated	120 Hours before	Yes, 72 hrs before application	Yes 24 hrs before until 72 hrs after	Yes, keep for 4 yrs	Yes

* Exempt for schoolsite staff only. Pest management businesses report to DPR all registered pesticides used at schoolsites.