

# 2024 2025 INTEGRATED PEST MANAGEMENT School Recordkeeping Calendar

California Environmental Protection Agency  
**dpr** Department of  
Pesticide Regulation





# Integrated Pest Management

## School Recordkeeping Calendar 2024-2025



### About this calendar

This calendar can help you keep track of your pest management activities. It is designed as a planning tool for managing pests of school buildings and grounds. This calendar is intended to serve as a reminder of pest management procedures by month, to help schoolsites implement safer, more sustainable pest management practices and to provide a place to monitor pest activity and record pesticide use.

The Healthy Schools Act (HSA) requires each school district to report pesticide applications by school employees to the Department of Pesticide Regulation (DPR) annually. Information that must be reported includes the product name, the time of the application, location, and the amount of the product used. Do not report pesticides applied by pest management professionals. Reports for 2024 pesticide use are due by January 30, 2025.



### Why use integrated pest management?

Integrated pest management is the preferred method of managing pests at schoolsites under California's HSA to reduce children's exposure to pesticides. Integrated pest management focuses on the long-term prevention of pests through the use of a combination of techniques, such as identifying and monitoring pests, understanding pest biology, excluding pests from structures, using non-chemical methods, and keeping records. Pesticides that pose the least harm to people and the environment are only used if other methods do not achieve adequate control.

### HSA and IPM Training

DPR offers free online HSA training. For courses that meet the HSA training requirement: [www.cdpr.ca.gov](http://www.cdpr.ca.gov)

### For information on managing pests

Visit the DPR website at: [www.cdpr.ca.gov](http://www.cdpr.ca.gov)

Visit the University of California Statewide IPM Program website at: [www.ipm.ucanr.edu](http://www.ipm.ucanr.edu)





## IPM TIP OF THE MONTH!

Make sure all drains are in repair and water is not pooling.



# AUGUST 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes .....

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## IPM TIP OF THE MONTH!

Use bait in combination with insect growth regulators to eliminate cockroaches.



# SEPTEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Notes .....

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## IPM TIP OF THE MONTH!

Vacuum spiders and webs—some spiders inhabit abandoned webs.



# OCTOBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Notes .....

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## IPM TIP OF THE MONTH!

Get in the habit of sealing your garbage. That way, flies won't find any sustenance near your school or facility.



# NOVEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Notes .....

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## IPM TIP OF THE MONTH!

Seal gaps that are 1/4" wide or larger to exclude rodents from indoor areas.



# DECEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Notes .....

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## IPM TIP OF THE MONTH!

If you find a fresh gopher mound, use a probe to determine where the tunnel is located.



# JANUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				<b>PUR REPORTS DUE</b>		
				*Pesticide Use Reports (PUR) are due to DPR via mail.		

Notes .....

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## IPM TIP OF THE MONTH!

Adjust fertilizer program to include more nitrogen and less phosphorus in turf grass.



# FEBRUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Notes .....

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## IPM TIP OF THE MONTH!

Reduce moisture in and around structures to avoid attracting termites.



# MARCH 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Notes .....

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## IPM TIP OF THE MONTH!

Place food in sealed containers and clean-up any food or water spills that may attract ants indoors.



# APRIL 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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## IPM TIP OF THE MONTH!

Vacuum infested areas thoroughly every day until the flea infestation is controlled.



# MAY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes .....

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## IPM TIP OF THE MONTH!

Reduce dandelion seed head production by keeping flower heads mowed.



# JUNE 2025

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Notes .....

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## IPM TIP OF THE MONTH!

Check for an EPA Registration number because some wasp attractants are registered pesticides.



# JULY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

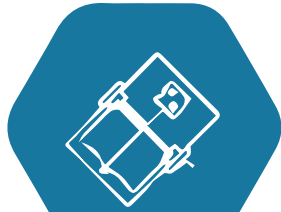
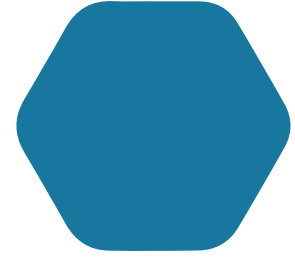
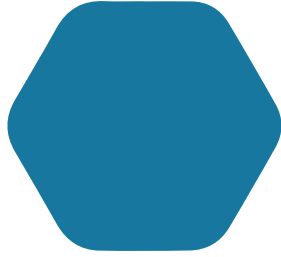
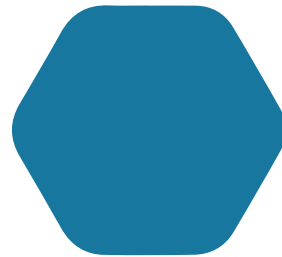
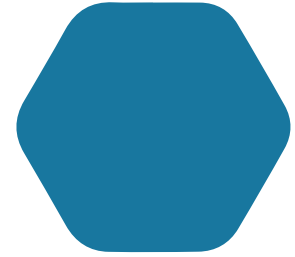
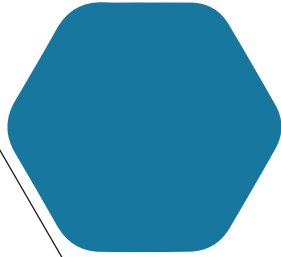
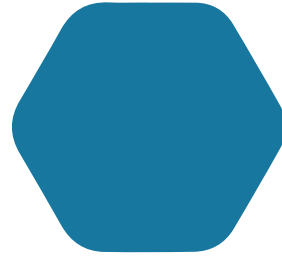
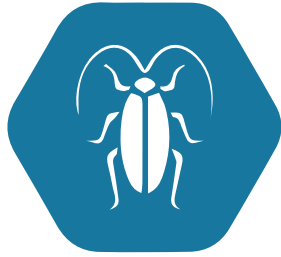
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Pest  
**MONITORING**  
& Pesticide  
**RECORDKEEPING**  
**FORMS**

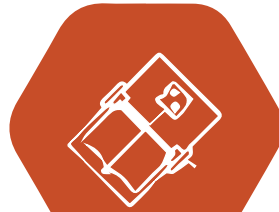
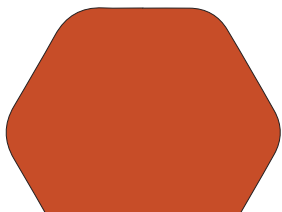
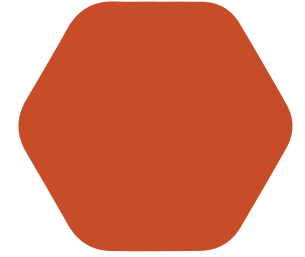
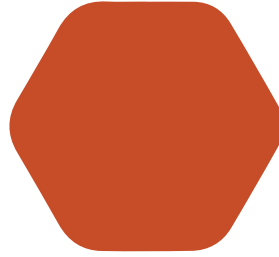
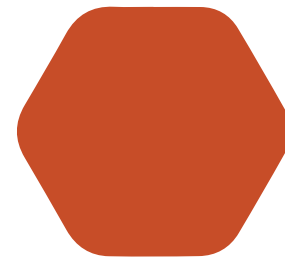
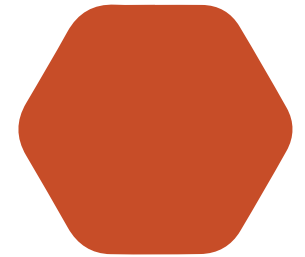
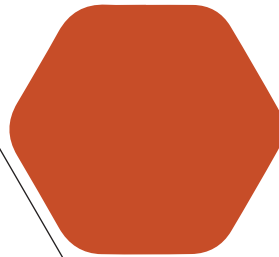
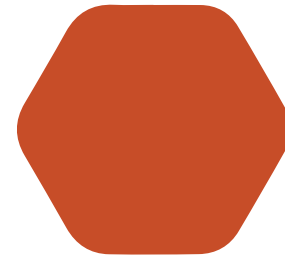
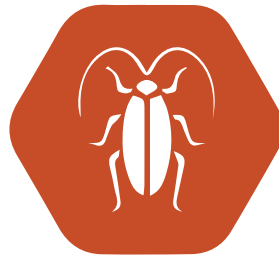






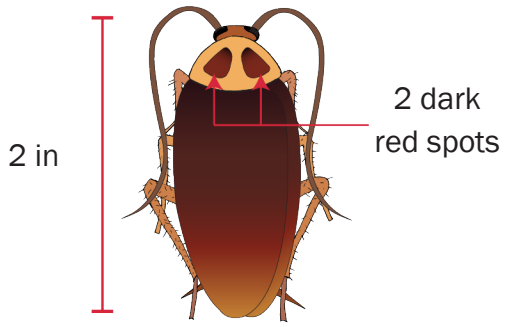
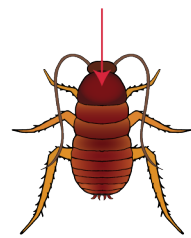

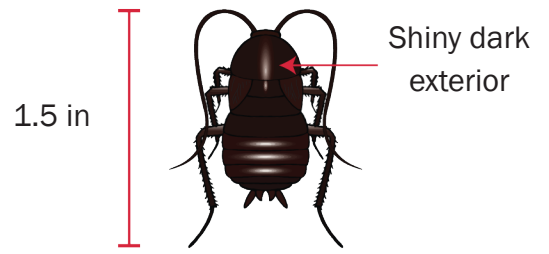


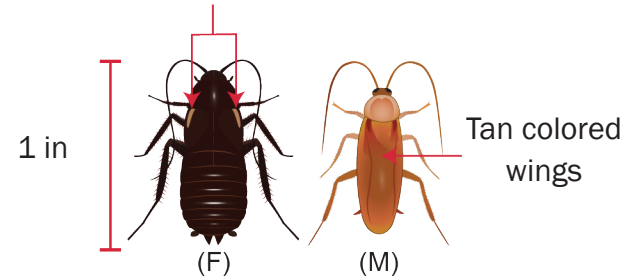







# Pest IDENTIFICATION CHARTS



# COCKROACH









# Identification Chart

	Adult	Nymph	Egg
<b>American Cockroach</b> Location: Humid environments Sexual maturity: ~15 months Life Span: 2–3 years Ootheca: 16 eggs Egg size: 3/8 inch long	 <p>2 in</p> <p>2 dark red spots</p>	Reddish-brown exterior 	Symmetrical 
<b>Oriental Cockroach</b> Location: Indoor/Outdoor Sexual maturity: ~12 months Life Span: 1–2 years Ootheca: 16 eggs Egg size: 3/8 inch	 <p>1.5 in</p> <p>Shiny dark exterior</p>	Light brown exterior, darkens with each molt 	Asymmetrical 
<b>Turkestan Cockroach</b> Location: Indoor/Outdoor Sexual maturity: ~7 months Life Span: 13 months Ootheca: 16 eggs Egg size: 3/8 inch	 <p>1 in</p> <p>2 cream colored stripes</p> <p>Tan colored wings</p> <p>(F) (M)</p>	Red to black exterior 	Asymmetrical 
<b>German Cockroach</b> Location: Indoor Sexual maturity: ~2 months Life Span: 6 months Ootheca: 40 eggs Egg size: 1/4 inch	 <p>.50 in</p> <p>2 dark stripes</p>	Yellow stripe in center 	Visible subsegments 



# COMMENSAL RODENTS

## Identification Chart

		Characteristics	Droppings
Norway Rat		Tail: Shorter than head and body Ears: Small Eyes: Small Nose: Blunt Weight: 7~8 oz.	 Shape: Blunt Avg. length: 3/4"
Roof Rat		Tail: Longer than head and body Ears: Large Eyes: Large Nose: Pointed Weight: 5~10 oz.	 Shape: Pointed Avg. length: 1/2"
House Mouse		Body Shape: Round Head size: Small Feet: Small Snout: Pointed Weight: .5 oz.	 Shape: Pointed Avg. length: 1/4"
Young Rat		Body Shape: Flattened Head size: Large Feet: Large relative to body size Snout: Blunt	 Shape: Blunt

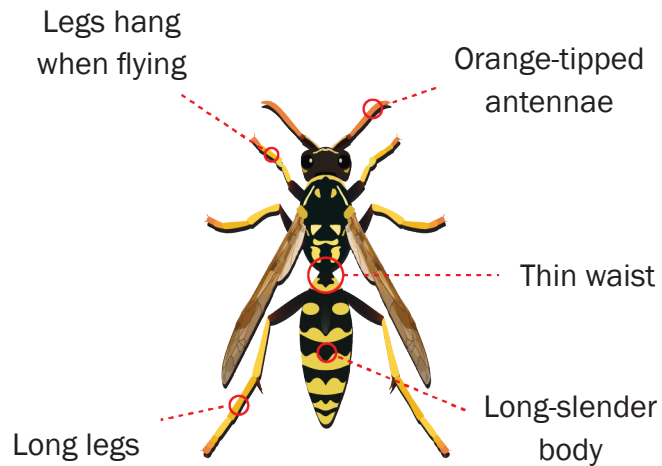
# STINGING PESTS

## Identification Chart

### Characteristics

### Risk, Diet, Nest

#### Paper Wasp



#### Risk

Do not tend to be aggressive

#### Diet

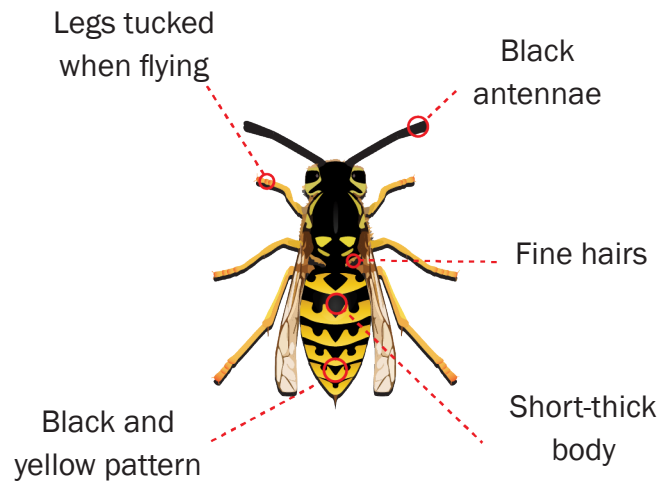
Ripe fruit, nectar, honeydew, and insects

#### Nest

Umbrella-shaped and have visible combs. Typically, built on man-made structures like gutters and eaves.



#### Yellow Jacket



#### Risk

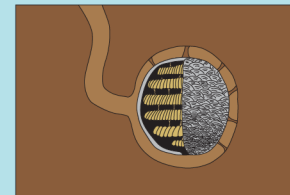
Tend to be aggressive

#### Diet

Nectar, human food, or insects

#### Nest

Typically, built underground with single entrance hole. Nests built above-ground are enclosed with an outer layer.



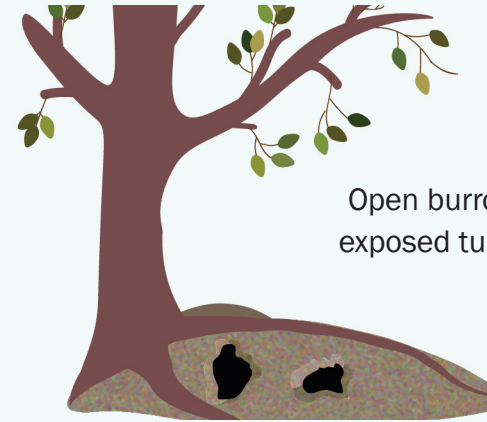
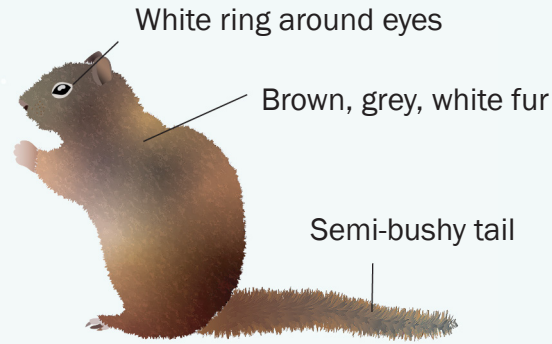
# BURROWING PESTS

## Identification Chart

### Characteristics

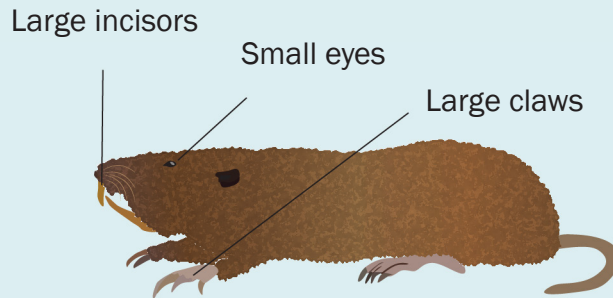
### Burrow Type

Ground Squirrel



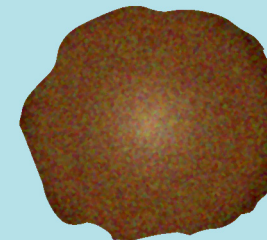
Open burrow system with exposed tunnel entrances.

Gopher



Crescent or horseshoe-shaped mounds with dirt plug on one side.

Mole



Volcano-shaped mounds, Moles also dig surface tunnels that create raised ridges which can be seen above ground.



Integrated  
**PEST MANAGEMENT**  
**PRACTICES**



# Principles of IPM



## Prevent

Taking actions to prevent pests is always the preferred way to manage pests in an IPM program. Many pests are attracted to food and water, and find shelter and hiding spots in cracks and crevices or cluttered places.

- Practicing good sanitation will reduce the availability of food, water and shelter to pests.



## Inspect

Inspect your indoor and outdoor areas thoroughly so you are alerted to any pest problems early on. During an inspection, you are looking for:

- Evidence of pests (or their damage): what kind, how many, where.
- How they may be entering the building.
- Their possible sources of food, water and shelter.



## Identify

Identify exactly which pests are present in and around your facility. Positive identification will help you to determine the best plan of action.

- Learn the signs of their presence such as droppings or damage.
- Identify pests' characteristics and habits: what are their food, water and shelter needs and what is their life cycle?



## Monitor

To successfully prevent pests or eliminate them from your facility, you need to continually monitor for their presence!

- Monitoring for pests is an ongoing process that is very important.
- Monitoring involves conducting assessments at regular intervals to identify pest problems.
- Monitoring helps you identify how serious your pest problems are and where they are located.



## Manage

If pests become a problem, you will need to manage them.

- Once you've identified the pest problem, the type of pest, found the pest entry points and learned what's attracting them, you can then take the most effective actions to solve the problem long-term.
- IPM encourages use of materials and practices for managing pests that maximize safety and reduce exposure of children and staff to harmful chemicals.



# Implementing an IPM Plan

## 1 Plan

Create an IPM Plan and publish it on the school, district, or child care center website. If a website does not exist, include the IPM Plan in the annual written notification.

## 4 Loop in Contract or

Collect information for any outside contractors, if you require the services of a PMP, hire one with IPM experience and follows the Healthy Schools Act requirements.

## 7 Specify Actions

The action plan should include: how you will prevent, detect, and manage pest problems if they occur. Create a plan for each pest in your environment.

## 2 Choose a Coordinator

Designate an IPM coordinator who coordinates and leads the day-to-day IPM activities and acts as a liaison with staff, a pest management company (if used), and parents.

## 5 Inspect and Monitor

Routinely inspect identified areas in your pest management plan. When needed, place monitoring traps in areas where children cannot access them. Maintenance staff or the IPM Coordinator should frequently monitor traps.

## 8 Recordkeeping

Maintain a record of all pesticide applications and a registry of all parents and staff who want to be notified of any pesticide applications for 4 years.

## 3 Train

IPM is a team effort, requiring collaboration among teachers, staff, and volunteers who use any pesticides, including exempt pesticides

## 6 Identify Pests

When you practice IPM, you need to identify the pests in your facility and know their characteristics and life cycles.

## 9 Evaluate

Work with staff and parents on a regular basis to improve their understanding of IPM and identify areas for improvement.

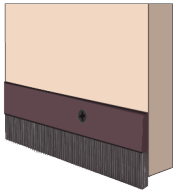




# COCKROACHES



## Prevent



Install door sweeps and seal gaps on exterior walls and around plumbing to prevent indoor access.

## Clean



Remove food and water sources.

## Declutter



Get rid of clutter to remove hiding places for cockroaches.

## Monitor



Use traps and do site inspections year-round to monitor for cockroaches. Inspect boxes and other deliveries for hitchhiking pests.

## Identify



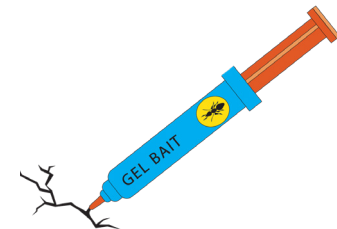
Cockroach species have different behaviours and location preferences. Identify the species to the plan for effective management.

## Remove



Use a vacuum with a HEPA filter to remove cockroaches, egg cases, droppings, and shed skins.

## Bait



Use bait in combination with insect growth regulators to eliminate cockroaches.

# COMMENSAL RODENTS



## Trapping Tips

Trapping is lower-risk, effective, and sustainable method of managing commensal rodents.

## Identify

Rodent species have different behaviours and location preferences. Identify the species to plan for effective management.

### Norway Rat



Place traps close to walls, behind objects, and in dark corners.

### Roof Rat



Place traps off the ground on ledges, shelves, branches, pipes, in attics, or garage rafters.

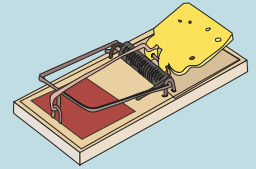
### House Mouse



Place traps close to walls, behind objects, or in areas where there is evidence of mouse activity.

## Pre-Baiting Traps

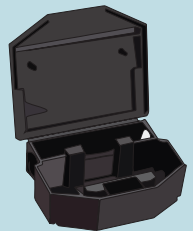
Rats tend to avoid new objects in their environment. Pre-baiting traps increases the effectiveness of trapping by combating this behaviour. Pre-baiting traps is the process of placing a baited trap without setting it. Repeat this process a few times until the rodent becomes familiar with the trap. Then set the trap.



*Possible baits include: Chocolate syrup, dried food, nutmeats, or bacon.*

## Placing Traps Out of Reach

To prevent children and pets from gaining access, place traps in tamper-resistant bait boxes. The U.S. EPA has criteria listed for tamper-resistant bait boxes that can be found on Pesticide Registration {PR} Notice 94-7.





## Yellow Jackets

Yellow jackets can be aggressive. Removal of nests may be necessary at schools.

### Prevention

Empty garbage regularly and keep trash in tightly closed container. Clean any food or drink spillage.

### Nest Removal Services

Contact your local Vector Control District to ask if they provide nest removal services. Or contact a Pest Management Professional to safely remove the nests.

## Paper Wasp

Know your tolerance. Paper wasps are not aggressive and will only sting when threatened. However, nest removal may be necessary in high traffic areas or if someone gets stung.

### Prevention

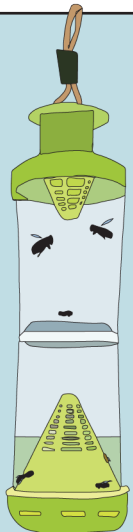
Monitor for nests in early spring and remove them as soon as possible.

### Nest Removal Services

Reduce the number of paper wasps present at your school by removing nests in early spring when they are small. Large nests are best removed early in the morning or after dark. For aggressive nests you may need to contact a Pest Management Professional.

## Trapping Tips

- Set up lure traps in early spring to reduce the number of wasps searching for nesting sites
- Use attractants that are labelled specifically for the targeted wasp species
- Check for an EPA Registration # because some attractants are registered pesticides
- Place traps away from buildings, heavily-tracked areas, and active nests
- Position traps in the flight path to nest
- Use more traps than needed
- Check lure traps to monitor population size



# BURROWING PESTS

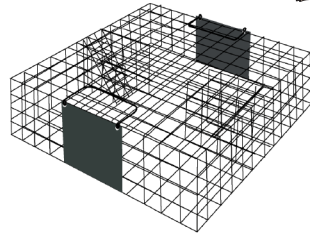


## Ground Squirrel Trapping



### Live Traps

Live traps capture animals without killing them. These traps are good to use in endangered species territory.



### Setting Live Traps

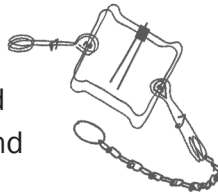
- Place trap several feet away from burrow entrance
- Pre-bait trap to increase capture rate

### Regulations

- [CFG Code § 465.5, § 4005]
- Live animal cannot be translocated
  - Euthanize with CO2 only
  - Check traps on a daily basis

### Kill Traps

Conibear, box, and tunnel traps are used to capture and kill ground squirrels. Conibear traps are highly visible and should be placed in covered boxes to reduce non-target exposure, especially on schoolsites.



### Setting Kill Traps

- Box and tunnel: Place trap near burrow entrances or in runways
- Conibear: Place trap on burrow entrance in a covered box
- Cover all other burrow openings to increase success

### Protect Yourself!

Ground squirrels can carry diseases. Wear protective gear when handling carcasses.

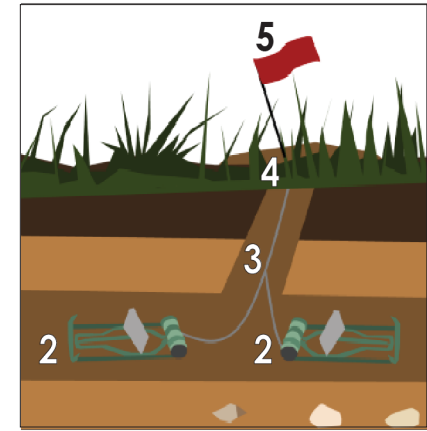
## Gopher Trapping



There are many different types of gopher traps, however, 2-pronged pincer traps are the most common.

### Setting 2-Pronged Traps

1. Probe soil to find active runway
2. Set a pair of traps facing opposite directions in runway
3. Anchor traps in place
4. Cover the hole
5. Mark area
6. Check every 24 hours
7. Move trap to another location if not caught



## Mole Trapping



Subterranean traps are set to capture moles underground in their tunnel system.

### Setting Subterranean Traps

- Monitor mole activity
- Tamp down mounds to find the most active runway
- Probe soil to find tunnel
- Place trap 18 inches from mound
- Allow the trap to encircle the tunnel
- Set more traps than moles suspected

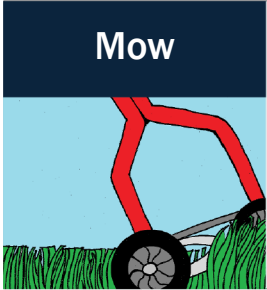




## Healthy Lawn Practices

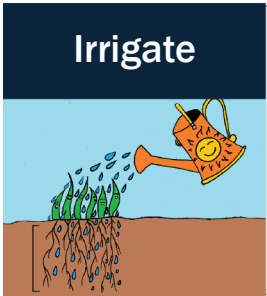
### Mow

- Mow when grass is dry
- Keep blades sharp
- Remove 1/3 of the grass height



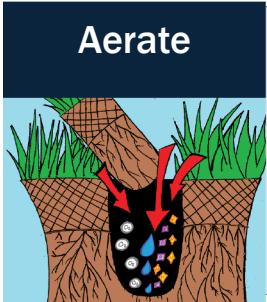
### Irrigate

- Irrigate infrequently
- Allow water to seep 6" deep
- Water when top 2" of soil is dry



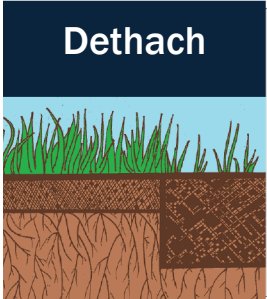
### Aerate

- Aerate turf once a year
- Frequently aerate heavily trafficked turf
- Fertilize according to soil nutrient levels



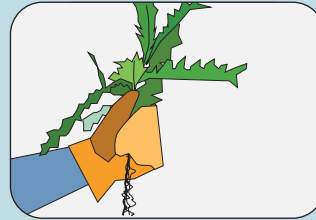
### Dethach

- Dethatch when thatch layer is less than 1/2 inch thick
- Helps increase oxygen, water, and nutrient flow
- Fertilize appropriately to restore nutrients after dethatching



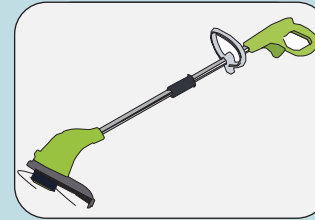
## Alternatives to Herbicides

### Hand-Pulling



Hand-pull weeds before they set seed to help reduce infestations.

### String Trimmer



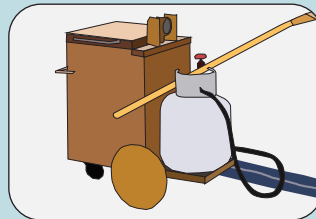
Clear weeds from hardscapes with a string trimmer.

### Overseeding



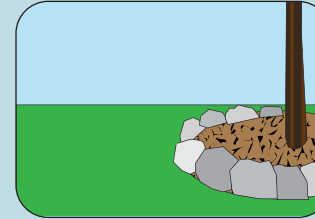
Help grass out-compete weeds and repair patchy spots in lawns.

### Crack Sealing



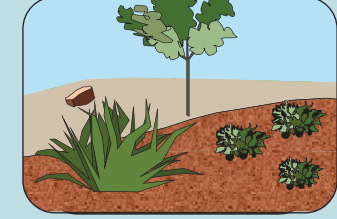
Repair cracks in pavement to help prevent weed seeds from germinating.

### Mulch



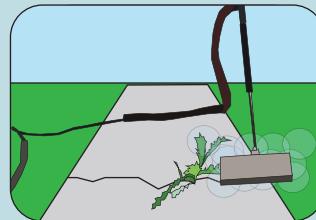
Maintain mulch at 3 to 5 inches to improve water conservation and weed management.

### Xeriscaping



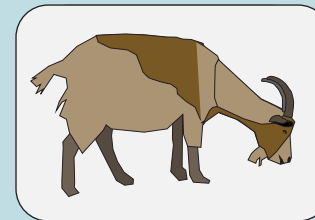
Replace ornamental plants with native species that require less water and maintenance.

### Heat



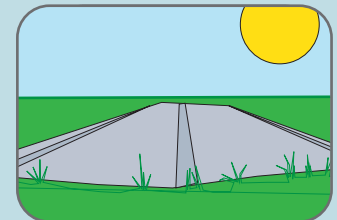
Kill weeds at the roots with heat using flame weeders, steam weeders, or foam steamers.

### Goats

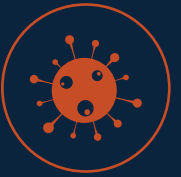


Hire goats to eat weeds and clear fields of unwanted vegetation.

### Solarization



Kill weed seeds with soil solarization by cooking the soil under a plastic tarp.



Sanitizers and disinfectants are antimicrobial pesticides used to kill germs on contaminated surfaces. Though these products are exempt from most of the HSA requirements, the annual HSA training is still required.

### WHAT IS THE DIFFERENCE BETWEEN CLEANING, SANITIZING, AND DISINFECTING?



#### Cleaning

Physically removes dirt, grime, oils, and some germs from a surface.



#### Sanitizing

Reduces germs on surfaces to levels considered "safe" by public health authorities.



#### Disinfecting

Chemically destroys or inactivates almost all germs on a surface.

### ANTIMICROBIAL PESTICIDES VS GENERAL PURPOSE CLEANERS

#### Antimicrobial Pesticides

- Kills Germs
- EPA Reg. number

#### General Purpose Cleaners

- Removes Dirt and Grime
- No EPA Reg. number

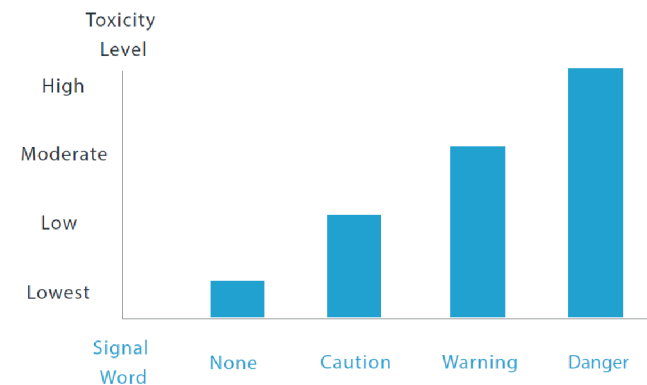
#### Using Antimicrobial Pesticides

To reduce the risks associated with using pesticide, use antimicrobial pesticides for their intended purposes—sanitizing and disinfecting. For simple cleaning, use general purpose products.

#### Choose Products That Contain Lower-Risk Ingredients

This includes requirements for pre-cleaning, contact time, rinsing, and wearing personal protective equipment. And remember, label directions are not suggestions.

Study the signal words of pesticide labels to find lower risk products





# OUR MISSION

We protect human health and the environment by fostering sustainable pest management and regulating pesticides.

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# OUR VISION

A California where pest management is safe, effective, and sustainable for everyone.

Website: [www.cdpr.ca.gov](http://www.cdpr.ca.gov)

Email: [school-ipm@cdpr.ca.gov](mailto:school-ipm@cdpr.ca.gov)

