St. Vrain Valley School District

WEED AND PEST CONTROL

Operations and Maintenance

District Operations

ST. VRAIN VALLEY SCHOOL DISTRICT
Longmont, CO
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WEED AND PEST CONTROL

1. SCOPE
   This document defines procedures to be used for internal and external communications pertaining to the application of herbicides and pesticides in St. Vrain Valley School District.

1.1. APPLICATION
   This procedure is applicable to Operations and Maintenance employees working under the license of the district's Pest Control Coordinator.

2. CONFLICT STATEMENT
   Notify the Director of Operations and Maintenance of any conflict between the requirements of this procedure and any other applicable policies and procedures. The conflict shall be resolved, with changes as negotiated. If in conflict with Board of Education policies, Board of Education policies shall prevail.

3. DOCUMENT CONTROL
   Submit change requests for this procedure to the Director of Operations and Maintenance who then shall determine the appropriate action. Reference 700-2 Create and Change Standard Operating Procedures (SOPs) for change procedures. The Director of Operations and Maintenance shall have final approval for revision to this procedure.

3.1. RESPONSIBILITY FOR ENFORCEMENT
   Compliance with the requirements of this procedure is the responsibility of the Operations and Maintenance Department.

4. COMMUNICATION PLAN REQUIREMENTS
   A mandatory communication plan to brief all persons or functions affected by the creation or change of this procedure has been added to the Appendix. This plan includes a list of actions, person responsible, and due dates.

   The effective date of this procedure (indicated at the top of the cover page) shall not be before the completion of the communication plan. Approval of the communication plan by the Chief Operations Officer is required before approval of the procedure.

5. INTRODUCTION
   This procedure describes the communication process of Operations and Maintenance employees working under the license of the Pest Control Coordinator to conduct pesticide and herbicide application in the school district.
6. WEED AND PEST CONTROL PROCEDURE

This procedure uses the following flowchart to describe the process.

Start

Process begins with complaints or preventive maintenance

SchoolDude work order generated

O&M gives 1-week notice to building of scheduled pesticide, herbicide application

Notify building administrator and/or Facility Use

Yes

On List?

Refer to Sensitive Person List from Dept of Ag

No

Coord with building admin to ensure Sensitive Person safety

Applicators report to building, refer building to on-line MSDS

Outside or Inside?

Inside

Outside

O&M inspects area to plan application

Schedule application during unoccupied hours

Notify occupants of application plan

Apply pesticides

Environmental Compliance works with building administrator

End

If after-school hours, notify Facility Use

Post flags and signs, isolate people from area

Apply pesticides, herbicides

Remove flags and signs after 24 hours

Close work order, complete pest control forms

If there are complaints during this process refer to Environmental Compliance
7. APPENDIX

7.1. COMMUNICATION PLAN

Here is a list of action items, responsible person, and due dates for communicating the creation or revision of this document. All persons and/or functions affected by this document need to be briefed. The effective date of this procedure or procedure revision (shown at the top of the cover page) shall not be before the completion of the communication plan.

A. Notify applicable Operations and Maintenance personnel. Assigned to Kent Holle. Action item due 7-1-12.

B. Notify by e-mail all building administrators. Assigned to Ron Noriyuki. Action item due 7-1-12

Communication Plan approved by:

Rick Ring, Chief Operations Officer
Print Name, Title

Signature

Date
8. REVISION RECORD

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<tr>
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9. APPROVALS

Approver shall be department heads or higher depending on the procedure’s application.

The _New_ revision of document 7-5-14 Pest Control ________________ is approved by:

Bob Lewis, Director O&M  
Signature  
Date  

7-18-12