



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.

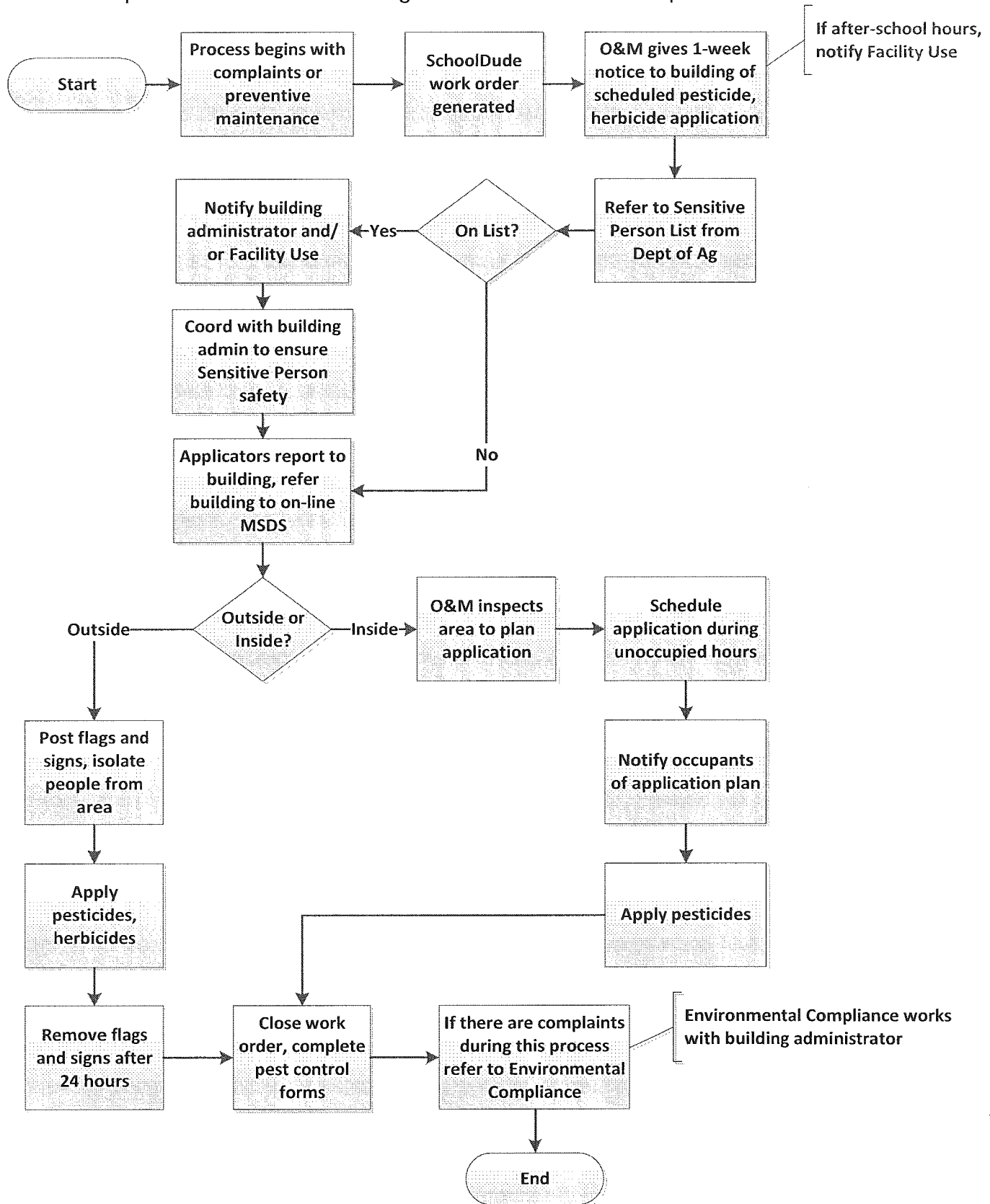
The effective date of this procedure (indicated at the top of the cover page) shall not be before the completion of the communication plan. Approval of the communication plan by the Chief Operations Officer is required before approval of the procedure.

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.



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

7/18/12
Date

8. REVISION RECORD

REV	CHANGE BY:	DESCRIPTION
NEW	Kent Holle Greg Hronich Mark Thomas Lynn Wolfe	New

9. APPROVALS

Approvers 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

7-18-12

Date