

Your **Pest Management Activity Log Book** should have the following components. A 3-ring binder, indexed with tabs for each section makes it easier to track and document that all required actions are followed, thus reducing risks of liability, safety and environmental impact.

1. Copy of the Maine School IPM Regulation (Chapter 27)
2. Copy of District IPM Policy
3. Copy of the Notice to Parents and Staff about your district's IPM Policy (which should also be published in the student and staff handbooks)
4. Training Records
 - Training Record Log Sheet
 - Certificates
5. Pest Management Activity Monitoring Records
 - Pest Sighting Records
 - Pest Trapping Records
 - Floor plan showing locations of pest traps
6. Pesticide Application Records
 - Pesticide Authorization Record
 - Copy of pesticide application notice sent to parents and staff 5 days before application
 - Copy of indoor and/or outdoor signs placed 2 days before application
7. Pest Prevention Facilities Inspection Records
 - Buildings
 - Grounds
8. Copy of District/School IPM Plan
9. Copy of Pest Control Service Agreements
 - Buildings
 - Grounds (including tick/mosquito contracts, turf care contracts, and/or weed control)
10. Copy of Pesticide Labels and Safety Data Sheet (SDS) for all pesticides used on school properties