### Basic Steps in IPM Implementation

1. Identify key staff to oversee IPM Policy
2. Create a chain of communication between members
3. Ensure at least one Go-To person for each school
4. Name one Go-To person at the District Level as IPM Coordinator
5. Identify responsibilities of facility and grounds staff; list/post those responsibilities
6. Identify any outside contractors who will deal with pests on your district property
7. Ensure they use Integrated Pest Management by requesting a written protocol for pesticide use, record-keeping and an emphasis on scouting, monitoring and prevention rather than reliance on chemicals
8. Expect key IPM personnel to participate in IPM trainings and make use of online resources
9. Promote in-house trainings
10. Promote monthly discussions regarding pest activity, expected activity and news on IPM issues
11. Use monitoring and recordkeeping; without these practices you are not doing IPM
12. Keep all records, including pesticide use in easy access in one well known area, and managed by the IPM Coordinator
13. Establish communication protocol for other school staff, teachers, administration, building and field users from the community
14. Have a written policy in place for important decisions such as closing down areas with stinging insect activity, or limiting use of an athletic field when turf is overstressed
15. Have a written policy in place for the use of food or snacks in classrooms and other rooms not intentionally created for food consumption
16. Make your district’s IPM protocols known when users from the community request building or grounds use
17. Promote education regarding pests and Integrated Pest Management
18. Establish cultural practices for specific areas in buildings, on grounds and along the exteriors of the schools
19. Create and use maps for both indoor areas and outdoor areas, and not any pest concerns as part of your recordkeeping
20. Clearly understand the pesticide use laws in your state and municipality; ignorance of them is not an excuse
21. Use success stories of IPM, as well as the concerns about pesticide use, pests and children's health as ways to raise the level of awareness in staff and community
22. Use success stories of IPM, as well as the concerns about pesticide use, pests and children's health as ways to request funding for IPM cultural methods which represent a change in previous years' budget
23. Research cultural changes and building/field renovations that will reduce pest pressure in the future