

Directions for Using the IPM Logbook

Maintaining a logbook facilitates communication among IPM participants. Good record keeping is essential to smoothly execute and soundly evaluate an IPM program. Interested parties can both record and find information here.

- **Pest sighting log** - Record who sighted the pest(s) and where and when. Be specific in noting the type and number of pest(s) and any damage. For convenience to staff, place an additional log in the kitchen. The pest control technician can view the log, investigate the situation and treat or make suggestions to correct conditions that are contributing to the problem. The structural repair log alerts the maintenance staff about needed repairs. Both the pest sighting and the structural repair logs have a place to note what action has been taken and when.
- **Inspection forms** – Prior to the start of school, it is a good practice to inspect the school to see what repairs are needed to correct pest-conducive conditions such as leaky pipes or unsealed pipe penetrations and worn weather stripping. The inspection checklist helps to remind IPM participants that sanitation and exclusion are key to preventing pests.
- **Maps and traps-** Monitoring for pests with sticky traps is a valuable tool for detecting hot spots and for determining the effectiveness of treatments. Replace traps when dusty or full. Dating and numbering traps and recording their location on a map allows anyone to check them and fill in the Pest Monitoring Station Location Log. Examples of a trap log and facility map are included.
- **Pesticide application records** - State laws require for each application of a pesticide that the name and certification number of the applicator; the name of and the amount of the product applied, the active ingredient and its percentage; the location and time of the application; and the target organism for which the product was applied be recorded. Records must be kept for two years.
- **Time log** - The pest control technician records the time span and date of visits on this log sheet.
- **Labels and MSDS** - This section of the logbook contains copies of all labels and material safety data sheets (MSDS) for the pesticides used by the pest control technician. Anyone having questions about the products can refer to these materials for information.
- **Policy and plans** - IPM policy is a commitment to manage pests using a variety of methods such as sanitation and exclusion and treating only when the pest or evidence of the pest is present. Plans include the thresholds that trigger action and the strategies for pest management. Policies and plans will vary according to the standards each school system chooses to adopt. Examples of policies, plans and pest thresholds can be found at schoolipm.utk.edu.
- **Newsletters and Websites-** Place copies of the UT School IPM newsletter and other appropriate pest management information in this section. Refer to this section for timely information on preventing and controlling pests in the school environment.