

## IPM Record-Keeping

All Maine schools serving any grades K-12 are required to keep the following information and records, including a **Pest Management Activity Log**. Records must be kept for two years.

### Required:

- A copy of **Chapter 27: Standards for Pesticide Applications and Public Notification in Schools**
- School's **IPM Policy**
- A copy of **IPM Policy Notice** stating the name and contact information of the IPM Coordinator, (this Notice should be published in the student/staff policy handbook but keep a copy of it in the Logbook).
- **Training Records** (IPM Coordinator's)
- **Pest Management Activity Monitoring Records**
- **Pest Management Activity Pesticide Notification Records**
- **Pesticide Use Authorization Records**
- **Pesticide Application Records**
- **Pesticide Product Labels** (required for EPA-except pesticides; recommended for EPA registered pesticides)

### Optional:

- Facilities **IPM Inspection Records** (regular inspections for pest evidence and pest-conducive conditions)
- Schools' **IPM Plan** (including action and communication plans for common pest issues)
- **Pest Management Service Agreements** (including agreements for buildings, and for lawn/landscape/fields weed and insect control)