

Tier 4 Sustained Excellence Award Application

School System/District Information

Please provide all of the information requested in the table below. Note: If the contact person for this application is not in school during the summer break, please provide additional contact information (e.g., cell phone, alternate contacts) to allow EPA to contact you if necessary about your application

The application is a fill-in form, which will allow you to type your answers directly into the form, save what you have filled in on your computer, and submit it electronically via e-mail.

IPM Coordinator Contact Information	
School System/District Name:	
Name of IPM Coordinator	
Title	
Department	
Address	
City, State, Zip Code	
Telephone	
Fax Number	
E-mail Address	
School System/District Profile	
Total Number of Students	
Total Number of Staff	
Total Number of Facilities in Your System/District (e.g., 45 schools, 5 educational support buildings)	
Age Range of All System/District Facilities (e.g., 5-90 years old)	
Total Square Footage (ft ²) of All System/District Facilities (e.g., 1.5 million ft ²)	
Total School District Budget	
Number of School Facilities in Your School System/District Participating in the <i>School IPM</i> Program	

Statement of Compliance with State Law

I certify that _____ School District is in compliance with the laws of the State of _____, including the laws that pertain to pest management and pesticide application.

Signature

Print Name

Date

Your District's Integrated Pest Management Program

[Previous Excellence Award](#): When did your school district receive the Excellence Award?

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IPM STAR: If your school district currently has certification through the IPM STAR program, it automatically meets the criteria of the Excellence Award (it still must demonstrate that it meets the additional criteria required by the Sustained Excellence Award, though). **If your district is IPM STAR-certified, please attach documentation that confirms this certification to this application.**

Leadership Award: Please affirm that your district meets the criteria to receive the Leadership Award. The requirements of the Leadership Award are available at this website: [\[insert website\]](#). The IPM Plan is an especially important component of the Leadership Award criteria and is also necessary to meet the criteria of the Excellence Award. **Please attach your district's written IPM Plan to this application.** (Limit narrative to 1500 characters)

Coordination of IPM Plan, Committee, Administration, and Pest Management

Professional: To qualify for the Sustained Excellence Award, a district must not only have an IPM Plan and Environmental Health/IPM Committee but also demonstrate that the Plan is being implemented and that the Committee is involved with the decisions of the district's administration and pest management professionals. Please describe how your district's pest management professional works with your district's IPM Plan and how the Environmental Health/IPM Committee interacts with district administration and pest management professionals. (Limit narrative to 1500 characters)

IPM Plan Updates: To be successful, an IPM Plan must be adaptive to changing conditions and needs. The IPM Plan must be updated annually to meet the criteria of the Sustained Excellence Award; please describe the process by which your district updates its IPM Plan. Who is responsible for updating the plan? What factors are considered? (Limit narrative to 1500 characters)

Staff Education: The Sustained Excellence Award requires that all staff, including teachers, coaches, and administrative staff, receive IPM education and certificates (see application guide for specific requirements). Please describe the education your district provides to staff. **If you have documents used for IPM education, such as lesson plans or training modules, please attach it to this application.** (Limit narrative to 1500 characters)

Full Quarterly Inspections: In addition to the monthly monitoring inspections required at the Leadership Award level, the Sustained Excellence Award requires that your district conduct full inspections on a quarterly basis. These full inspections should be conducted by the IPM Coordinator and at least one other member of the Committee, accompanied by the district's pest management professional if the district contracts services from a pest management professional. Please describe the process used in these inspections. **If you have any documents used for these inspections, please attach them to this application.** (Limit narrative to 1500 characters)

Pest Sighting and Maintenance Records: Please describe how your school monitors and records pest sightings and pest-related maintenance issues. **Please attach the forms used for pest sightings and maintenance requests to this application.** (Limit narrative to 1500 characters)

Pesticide Selection and Application: Please describe your district's process for determining when and how to use pesticides, which pesticides your district uses, and how frequently your district uses those pesticides. This includes any pesticides used by outside contractors. **If you have a document explaining your district's pesticide selection and application protocol, please attach it to this application.** (Limit narrative to 1500 characters)

Food Storage, Kitchen Sanitation, and Interior Clutter: How does your district control food storage, sanitation, and clutter so as to minimize pest-conducive conditions inside school buildings? **It is advised that you submit a filled-in checklist (of the same type used in the Great Start Award application) to verify your district's control of these factors. In addition, please attach to this application any other documents that might be helpful in establishing your district's sanitation policies and conditions.**
(Limit narrative to 1500 characters)

Entry Points: Please verify that your district's structures are free of gaps, holes, and other entry points for pests. These are primarily on the exterior of buildings, although interior gaps should be addressed as well. Please explain the process by which your district monitors for entry points and addresses them when they are identified. **It is recommended that you submit a filled-in checklist (as in the previous requirement) to verify your district's control of structural entry points.** (Limit narrative to 1500 characters)

Exterior Clutter and Harborage: Please verify that your district controls clutter and harborage on school grounds. Explain how your district monitors for clutter and harborage and how it addresses it when it is identified. **Again, it is recommended that you submit a filled-in checklist to support your application.** (Limit narrative to 1500 characters)

Program Sustainability: Please describe your school district’s strategy and efforts to make its School IPM program sustainable. **If you have a written sustainability plan, please attach it to this application.**

Questions to consider:

- Since winning the Excellence Award, what steps have you taken to put in place policies or procedures that ensure your IPM plan will be sustained on a long-term basis?
- How has the role of your IPM Coordinator/IPM Team changed over time? How have you ensured the continued buy-in from team members, decision-makers, staff, and the community over the years? How do you keep staff and others up-to-date on your program and changes in policies or procedures related to IPM?
- What steps have you taken to ensure that your IPM program maintains top-level administrative support? For example, how do you engage new system administrators about IPM issues and your IPM program? How have you used administrators as advocates for your IPM program?
- What obstacles have you encountered in advancing and sustaining your IPM program? What steps have you taken to address these obstacles? How has receiving a National Excellence Award helped you to advance your program and address challenges?
- How do you maintain awareness of and support for your IPM program now that it is established (and may be “old news”)? How has receiving a National Excellence Award helped you to raise and sustain program awareness? (Limit narrative to 1500 characters)

Program Results: Please provide documentation of the results your district has achieved using its School IPM program. Note that there are no quantitative requirements for success here; the intention in asking for documented results is to ensure that results are being collected. Possible items to document can include pest sightings, pesticide application changes, missed school days, asthma incidents, financial benefits, or any other quantities that can indicate IPM progress. **Please attach your documented results to this application.** (Limit narrative to 1500 characters)

Program Communication: An effective communications strategy (both internal to the school system and external to the broader community) is a critical component of an effective, sustainable IPM program. In this section, describe how you communicate to your school community your IPM program's goals, outcomes, and improvements, paying particular attention to how your communications have changed as your program has matured. It is also important to describe how you have used effective communications to ensure continued support for your program and whether you have provided assistance to other school systems seeking to improve their IPM. **If you have a written communication plan, please attach it to this application.** (Limit narrative to 1500 characters)

Narrative: Please use the space below to detail any aspects of your district's Integrated Pest Management program which you have not mentioned anywhere else in this application. (Limit narrative to 1500 characters)