

**Sample Annual Notification Letter regarding District Pesticide Use**

**\*\*For Schools Using No Pesticides\*\***

**(Must go to all parents, guardians, and staff and can be sent with other school communications at the beginning of the year)**

Dear Parent, Guardian, or Staff Member,

The Healthy Schools Act of 2000 requires each school district to notify parents, guardians, and staff annually of pesticides the district expects to apply during the year. We have been working hard to adopt integrated pest management (IPM) practices in our district, and we do not intend to use any pesticides this coming year. Should for any reason this change, you will be notified.

You can find more information about integrated pest management, pesticide use reduction, and pesticides at the Department of Pesticide Regulation’s Web site at <http://www.cdpr.ca.gov> (click “School IPM Program”).

If you would like more information about our pest management program, please contact [NAME OF SCHOOL DISTRICT OFFICIAL] at [PHONE NUMBER] or by email at [E-MAIL ADDRESS]. The best times to reach [SCHOOL DISTRICT OFFICIAL] by phone are [TIMES].

Sincerely,

**If you sent out a letter saying you were not going to use pesticides during the year and then found it necessary to use one, send out the following letter.**

**(Must go to all parents, guardians, and staff and notification must be 72 hours in advance of application.)**

Dear Parent, Guardian, or Staff Member,

Although we planned to use no pesticides this year, we have encountered a pest management situation in which we find it necessary to use a pesticide (see below). This decision was not made lightly, but only after careful consideration of the other options available to us. We are looking for alternatives to this pesticide treatment and have taken steps to change the conditions and circumstances that caused the pest problem so that we can avoid similar situations in the future.

Name of Pesticide	Active Ingredient(s)	Location of Application	Date of Application	Target Pest

For more information about this pesticide you can read its Material Safety Data Sheet (MSDS) which is available at [SCHOOL LOCATION]. You can also visit the Department of Pesticide Regulation’s Web site at <http://www.cdpr.ca.gov> and click “School IPM Program.”

If you have any questions, please contact [SCHOOL DISTRICT OFFICIAL] at [PHONE NUMBER] or by E-mail at [E-MAIL ADDRESS]. The best times to reach [SCHOOL DISTRICT OFFICIAL] by phone are [TIMES].

Sincerely,