**Department of Entomology**

To: U.S. EPA, Environmental Stewardship Branch, Office of Pesticide Programs Date: November 7, 2019

RE: IPM Award Applications Process

Thank you for permitting me to review your upcoming School IPM Awards process. As someone who was hired from one of the original School IPM grants, I’m excited to see this program move forward. Below is my review of each of the categories with some comments on implementation and time burdens.

For each category the personnel mentioned could be one person or multiple depending on the location and award category. Times will vary based on size of school district as well, there is a huge difference between Houston ISD and Amarillo ISD, as such gathering of information will be different.

I do have reservations regarding the “Model of Sustained Excellence” award category. Do not roll this one out until you have the first three school IPM awards worked out. Speaking from experience from the International IPM Symposium Awards committee and having a state school IPM award program these first three will take time for school districts to warm to and apply. I am also strongly suggesting EPA work within its own Agency and others like USDA NIFA and Cooperative Extension to make this a third-party type audit that would be submitted to headquarters for grading. Adopt an IPM Star, state audit (a way to engage SLAs), narrative type of submission that could garner some really good press.

I hope you find my review adequate enough for submission. Trying to gauge how much time it will take people to compile is difficult, but I tried my best to give you my best estimates. If you should have any questions, please feel free to contact me via email or phone.

Good luck with this program, I hope you can launch in 2020. Best regrds,

Janet A. Hurley, ACE, MPA

Extension Program Specialist III – School IPM Texas A&M AgriLife Extension Service

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# Great Start:

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this Task** | **Average Time (in hours) Spent by Each Employee on this****Task** |
| **Read instructions** | Read Application Guide and applicationfor relevant Tier. | School IPM Coordinator/FacilitiesManager | **15 minutes** |
| **Plan activities** | Plan gathering of information that will be submitted to EPA. | School IPM Coordinator/Facilities Manager/AdministrativeAssistant | **30 to 60 minutes** |
| **Gather information** | Canvass / Contact personnel from schools within the district to gather information forapplication. | School IPM Coordinator/Facilities Manager/Pesticide Applicator/Administrative Assistant | **1 to 3 hours** |
| **Compile and review** | Assemble data, evaluate for accuracy, appropriateness, andcompleteness. | School IPM Coordinator/Facilities Manager/AdministrativeAssistant | **1 to 3 hours** |
| **Complete and submit paperwork** | Complete all appropriate application documents and sendto EPA. | School IPM Coordinator/Administrative Assistant | **1 hour** |
| **Store/Maintain data** | File and maintain copies of materialssubmitted to EPA. | School IPM Coordinator/AdministrativeAssistant | **10 minutes** |

**Comments:**

Overall this is a fairly easy application for a school district employee to complete. They will need cooperation of the district to submit the application, but the burden of gathering the information needed for this award process is minimal. Depending on the size of the district 1 – 3 campuses or more than 300 campuses will depend on length of time to complete. But overall should be easy to do in less than a week with everyday workload.

Stakeholder Response by: Dawn H. Gouge, University of Arizona

# Leadership Award:

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this Task** | **Average Time (in hours) Spent by Each Employee on this****Task** |
| **1. Read****instructions** | Read Application Guide and application forrelevant Tier. | School IPM Coordinator/FacilitiesManager | 30 to 60 minutes |
| **2. Plan activities** | Plan gathering of information that will be submitted to EPA. | School IPM Coordinator/Facilities Manager/AdministrativeAssistant | 1 to 3 hours depending on size of district |
| **3. Gather information** | Canvass / Contact personnel from schools within the district to gather information forapplication. | School IPM Coordinator/Facilities Manager/Pesticide Applicator/AdministrativeAssistant | 5 hours per campus |
| **4. Compile and review** | Assemble data, evaluate for accuracy, appropriateness, andcompleteness. | School IPM Coordinator/Facilities Manager/AdministrativeAssistant | 5 hours |
| **5. Complete and submit****paperwork** | Complete all appropriate application documents andsend to EPA. | School IPM Coordinator/AdministrativeAssistant | 3 to 5 hours depending on size ofdistrict |
| **6. Store/Maintain data** | File and maintain copies of materials submitted toEPA. | School IPM Coordinator/AdministrativeAssistant | 30 minutes |

**Comments:**

Some of the information requested of schools is a burden and needs mentioning here. To focus on the overall IPM program which is what is mentioned in the criteria, ask the District to submit their School Board Approved IPM Policy, along with their written IPM action plans with thresholds, plus the roles of the key players within the program. This will tie in the committee question and get you the documents you need to assess their level of IPM adoption.

Inspections are great but asking this question might not result in the answer you can measure. However, if you ask for them to submit scenarios in which they had a problem and they solved using IPM that can help you see how well they are following IPM.

Trash areas, door sweeps and vegetation questions – this will be considered a burden by some districts.

This is also something you really cannot measure uniformly. A dry, arid climate will have a very different outdoor area, rather than a residential area with lots of tress and people. You can fake this in an application like this. Make the district get letters of support from the school staff – vary that depending on leadership versus excellence.

Something else to consider pesticide usage can also be skewed – schools in the south will have fire ant baits and termites; whereas, northern schools may not.

# Excellence:

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this Task** | **Average Time (in hours) Spent by Each Employee on****this Task** |
| **Read instructions** | Read Application Guide and application forrelevant Tier. | School IPM Coordinator/FacilitiesManager/School Administrator | 30 minutes |
| **Plan activities** | Plan gathering of information that will be submitted to EPA. | School IPM Coordinator/Facilities Manager/School Administrator/Risk Manager/Pest ManagementProfessional | 2 to 4 hours depending on size of district and if IPM Star or not |
| **Gather information** | Canvass / Contact personnel from schools within the district to gather information for application. | School IPM Coordinator/Facilities Manager/Administrative Assistant (s)/School Administrator/Risk Manager/Pest Management Professional/Third Party Auditor (CooperativeExtension) | Less than 5campuses – 16 hours5 to 40 campuses –24 hours40 to 80 campuses48 hours |
| **Compile and review** | Assemble data, evaluate for accuracy, appropriateness, and completeness. | School IPM Coordinator/Facilities Manager/Administrative Assistant (s)/School Administrator/Risk Manager/Pest Management Professional/Third Party Auditor (CooperativeExtension) | 5 to 10 hours |
| **Complete and submit paperwork** | Complete all appropriate application documents and send toEPA. | School IPM Coordinator Administrative Assistant | 2 hours |
| **Store/Maintain data** | File and maintain copies of materialssubmitted to EPA. | School IPM Coordinator Administrative Assistant | 30 minutes |

**Comments:**

If the school district has been through IPM Star then this will not be that huge of a burden; however, if they have not gone through IPM Star this is going to be very difficult for EPA to measure. The areas of difficulty that I mentioned in Leadership Award are here as well. For this category I strongly suggest that EPA consider working with the regional offices and cooperative extension to conduct an on-site audit.

As a person who has conducted IPM Star and what you are asking schools to compile this is a multiple day event for someone of my level of expertise, I do not see schools taking this on without support.

# Model of Sustained Excellence:

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this Task** | **Average Time (in hours) Spent by Each Employee on****this Task** |
| **Read instructions** | Read Application Guide and application forrelevant Tier. | School IPM Coordinator/FacilitiesManager/School Administrator |  |
| **Plan activities** | Plan gathering of information that will be submitted to EPA. | School IPM Coordinator/Facilities Manager/School Administrator/Risk Manager/Pest ManagementProfessional |  |
| **Gather information** | Canvass / Contact personnel from schools within the district to gather information for application. | School IPM Coordinator/Facilities Manager/Administrative Assistant (s)/School Administrator/Risk Manager/Pest Management Professional/Third Party Auditor (CooperativeExtension) |  |
| **Compile and review** | Assemble data, evaluate for accuracy, appropriateness, and completeness. | School IPM Coordinator/Facilities Manager/Administrative Assistant (s)/School Administrator/Risk Manager/Pest Management Professional/Third Party Auditor (CooperativeExtension) |  |
| **Complete and submit paperwork** | Complete all appropriate application documents and send toEPA. | School IPM Coordinator Administrative Assistant |  |
| **Store/Maintain data** | File and maintain copies of materialssubmitted to EPA. | School IPM Coordinator Administrative Assistant |  |

**Comments:**

**For this award giving a time estimate is difficult.** As it is currently written this should be an award category that a school system would apply for after receiving the “Excellence” category. Truly for this type of recognition the application should be written so that a third-party auditor like Extension or a Regional IPM Center, or EPA Office could prepare and nominate. If that is the case something like that – hands on approach would take at least 3 days and several days afterwards to complete a packet. But if

done correctly could have a LASTING impact on school IPM. The trouble with IPM Star is schools are reluctant to pay for the audit, since no one thinks what they do is real or important. An award like this that myself, Dawn Gouge, Kathy Murray (Maine), EPA regional folks, northcentral IPM Center or others could conduct and then submit for grading would be really cool. I would be willing to invest time to give schools this type of recognition.

As for the school districts smaller ones less than 30 campuses will have interest, but the bigger the district the less likely they will participate. Keeping up with day to day operations is the best they can do.

# Connector:

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this Task** | **Average Time (in hours) Spent by Each Employee on****this Task** |
| **Read instructions** | Read Application Guide and applicationfor relevant Tier. | Administrator/Extension Professional/Regional IPMImplementor | 10 minutes |
| **Plan activities** | Plan gathering of information that will be submitted to EPA. | Administrator/Extension Professional/Regional IPM Implementor/SteeringCommittee | 1 hour |
| **Gather information** | Canvass / Contact personnel from school districts to gather information for application. Compile measurable data for review and placementinto application. | Administrator/Extension Professional/Regional IPM Implementor/Administrative assistant/Program Coordinator | 18 hours |
| **Compile and review** | Assemble data, evaluate for accuracy, appropriateness, andcompleteness. | Administrator/Extension Professional/Regional IPM Implementor/Administrativeassistant/Program Coordinator | 18 hours |
| **Complete and submit paperwork** | Complete all appropriate application documentsand send to EPA. | Administrator/Extension Professional/Regional IPM Implementor/Administrativeassistant/Program Coordinator | 2 hours |
| **Store/Maintain data** | File and maintain copies of materialssubmitted to EPA. | Administrative assistant | 10 minutes |

Comments:

I based my estimates on what I would personally submit for this award for the work we have done for AgriLife Extension. This too could vary depending on how you have been keeping data.

Great Start Award

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| **Respondent Paperwork Activity****Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each Employee****on this Task** |
| ***Example****: Gather**information* | *Request information from**schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **1. Read instructions** | Read Application Guide and application for relevant Tier. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *5 minutes* |
| **2. Plan activities** | Plan gathering of information that will be submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *1 hour* |
| **3. Gather****information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *1 hour* |
| **4. Compile and review** | Assemble data, evaluate for accuracy, appropriateness, and completeness. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *30 minutes* |
| **5. Complete and submit paperwork** | Complete all appropriate application documents and send to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, and/or Superintendent, 2-4.* | *1 hour* |
| **6. Store/Maintain data** | File and maintain copies of materials submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, or**Superintendent, 1.* | *5 minutes* |

Leadership Award

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| **Respondent Paperwork Activity****Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each Employee****on this Task** |
| ***Example****: Gather**information* | *Request information from**schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **1. Read instructions** | Read Application Guide and application for relevant Tier. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *10 minutes* |
| **2. Plan activities** | Plan gathering of information that will be submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *1.5 hours* |
| **3. Gather****information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | *IPM Coordinator, Facilities, Manager, 2.* | *2 hours/school site unless all information and data are centrally**stored* |
| **4. Compile and review** | Assemble data, evaluate for accuracy, appropriateness, and completeness. | *IPM Coordinator, Facilities, Manager, 2.* | *2 hours* |
| **5. Complete and submit paperwork** | Complete all appropriate application documents andsend to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager,**and/or Superintendent, 2-4.* | *2 hours depending upon how many campuses are**being included* |
| **6. Store/Maintain data** | File and maintain copies of materials submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, or**Superintendent, 1.* | *5 minutes* |

Excellence Award

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| **Respondent Paperwork Activity****Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each Employee****on this Task** |
| ***Example****: Gather**information* | *Request information from**schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **1. Read instructions** | Read Application Guide and application for relevant Tier. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *30 minutes* |
| **2. Plan activities** | Plan gathering of information that will be submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *5 hours* |
| **3. Gather****information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | *IPM Coordinator, Facilities, Manager, 2.* | *2 hours/school site unless all information and data are centrally**stored* |
| **4. Compile and review** | Assemble data, evaluate for accuracy, appropriateness, and completeness. | *IPM Coordinator, Facilities, Manager, 2.* | *5 hours* |
| **5. Complete and submit paperwork** | Complete all appropriate application documents andsend to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager,**and/or Superintendent, 2-4.* | *5 hours depending upon how many campuses are**being included* |
| **6. Store/Maintain data** | File and maintain copies of materials submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, or**Superintendent, 1.* | *5 minutes* |

Model of Sustained Excellence Award

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each****Employee on this Task** |
| ***Example****: Gather**information* | *Request information from**schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **7. Read instructions** | Read Application Guide and application for relevant Tier. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *30 minutes* |
| **8. Plan activities** | Plan gathering of information that will be submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or**Accounts Manager, 2-5.* | *8 hours* |
| **9. Gather information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | *IPM Coordinator, Facilities, Manager, Risk Manager, and/or Superintendent, 2-4.* | *8 hours* |
| **10. Compile and review** | Assemble data, evaluate for accuracy, appropriateness, and completeness. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or IPM/sustainability committee**2-X.* | *8 hours* |
| **11. Complete and submit paperwork** | Complete all appropriate application documents and send to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or IPM/sustainability committee**2-X.* | *5 hours* |
| **12. Store/Maintain data** | File and maintain copies of materials submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, or**Superintendent, 1.* | *5 minutes* |

Connector Award

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each****Employee on this Task** |
| ***Example****: Gather**information* | *Request information from**schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **1. Read instructions** | Read Application Guide and application for relevant Tier. | *IPM Coordinator, Facilities, Manager, Risk Manager,**and/or Superintendent, 2-4.* | *10 minutes* |
| **2. Plan activities** | Plan gathering of information that will be submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, and/or Superintendent, 2-4.* | *1 hour* |
| **3. Gather information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | *IPM Coordinator, Facilities, Manager, Risk Manager, and/or Superintendent, 2-4.* | *8 hours* |
| **4. Compile and review** | Assemble data, evaluate for accuracy, appropriateness, and completeness. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or IPM/sustainability committee**2-X.* | *8 hours* |
| **5. Complete and submit paperwork** | Complete all appropriate application documents and send to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, Superintendent, and/or IPM/sustainability committee**2-X.* | *5 hours* |
| **6. Store/Maintain data** | File and maintain copies of materials submitted to EPA. | *IPM Coordinator, Facilities, Manager, Risk Manager, or Superintendent, 1.* | *5 minutes* |

Presented by Dr. John A. Bailey, Chesapeake Public Schools

All calculations of time were based on the staff and resources I have available in my school division.

Scroll down for all 5 tiers.

# Tier 1 Great Start Award Application

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| **Respondent Paperwork Activity****Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each Employee****on this Task** |
| ***Example****: Gather information* | *Request information from schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **1. Read instructions** | Read Application Guide andapplication for relevant Tier. | School Plants Administrator | *5 minutes* |
| **2. Plan activities** | Plan gathering of information that will be submitted to EPA. | School Plants Administrator | *15 minutes* |
| **3. Gather****information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | School Plants Administrator Most data stored electronically for easyretrieval | *30 minutes* |
| **4. Compile and review** | Assemble data, evaluate for accuracy, appropriateness,and completeness. | School Plants Administrator | *30 minutes* |
| **5. Complete and submit paperwork** | Complete all appropriate application documents and send to EPA. | School Plants Administrator | *30 minutes* |
| **6. Store/Maintain****data** | File and maintain copies ofmaterials submitted to EPA. | School Plants Administrator | *10 minutes* |

**Tier 2: Leadership Award**

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each****Employee on this Task** |
| ***Example****: Gather information* | *Request information from schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **7. Read instructions** | Read Application Guide andapplication for relevant Tier. | School Plants Administrator | *30 minutes* |
| **8. Plan activities** | Plan gathering of information that will be submitted to EPA. | School Plants Administrator | *1 hour* |
| **9. Gather information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | School Plants Administrator | *3 hours* |
| **10. Compile and review** | Assemble data, evaluate for accuracy, appropriateness,and completeness. | School Plants Administrator | *3 hours* |
| **11. Complete and submit paperwork** | Complete all appropriate application documents and send to EPA. | School Plants Administrator: I have advantage because of electronic access saves time | *3 hours* |
| **12. Store/Maintain****data** | File and maintain copies ofmaterials submitted to EPA. | School Plants Administrator | *1 hour* |

**Tier 3: Excellence Award Application**

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each****Employee on this Task** |
| ***Example****: Gather information* | *Request information from schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **13. Read****instructions** | Read Application Guide andapplication for relevant Tier. | Safety Coordinator or RiskManagement | *0.5 hours* |
| **14. Plan activities** | Plan gathering of information that will be submitted to EPA. | Safety Coordinator, Risk Management, certified pest technician, custodian, nurse | *3 hours* |
| **15. Gather information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | Safety Coordinator, Risk Management, certified pest technician, custodian, nurse,food services | *10 hours* |
| **16. Compile and review** | Assemble data, evaluate for accuracy, appropriateness,and completeness. | Executive Director or Chief of Operations and certified 7A/Bor higher technician, | *2 hours* |
| **17. Complete and submit paperwork** | Complete all appropriate application documents andsend to EPA. | Executive Director or Chief of Operations and certified 7A/Bor higher technician | *2 hours* |
| **18. Store/Maintain data** | File and maintain copies of materials submitted to EPA. | Executive Director or Chief of Operations | *1 hour* |

**Tier 4 Sustained Excellence Award**

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each****Employee on this Task** |
| ***Example****: Gather information* | *Request information from schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **19. Read****instructions** | Read Application Guide andapplication for relevant Tier. | *Executive Director 1, Director* | *1 hour* |
| **20. Plan activities** | Plan gathering of information that will be submitted to EPA. | *Executive Director 1, Director* | *7 hours* |
| **21. Gather information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | *Executive Director 1, Director Certified Pest technicians 2* | *7 hours* |
| **22. Compile and review** | Assemble data, evaluate for accuracy, appropriateness,and completeness. | *Executive Director 1, Director Certified Pest technicians 2* | *7 hours* |
| **23. Complete and submit paperwork** | Complete all appropriate application documents and send to EPA. | *Executive Director 1, Director Certified Pest technicians 2* | *2 hours* |
| **24. Store/Maintain****data** | File and maintain copies ofmaterials submitted to EPA. | *Executive Director 1, Director* | *1 hour* |

**Tier 5 Connector Award**

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| **Respondent Paperwork Activity Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each****Employee on this Task** |
| ***Example****: Gather information* | *Request information from schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **25. Read****instructions** | Read Application Guide andapplication for relevant Tier. | *Director* | *0.5 hours* |
| **26. Plan activities** | Plan gathering of information that will be submitted to EPA. | *Director* | *0.5 hours* |
| **27. Gather information** | Canvass / Contact personnel from schools within the district to gather informationfor application. | *Director* | *1.5 hours* |
| **28. Compile and review** | Assemble data, evaluate for accuracy, appropriateness,and completeness. | *Director* | *4 hours* |
| **29. Complete and submit paperwork** | Complete all appropriate application documents and send to EPA. | *Director* | *3 hours* |
| **30. Store/Maintain****data** | File and maintain copies ofmaterials submitted to EPA. | *Director* | *0.5 hours* |

**Stakeholder Response by**: Peggy Caruso: Assistant Director of Maintenance and Environmental Services, Katy Independent School District

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| **Respondent Paperwork Activity****Category** | **Description of Category (Specific task performed)** | **Job Title and Number of Employees Performing this****Task** | **Average Time (in hours) Spent by Each Employee****on this Task** |
| ***Example****: Gather information* | *Request information from schools* | *IPM Coordinator, 1* | *1.5* |
| ***Example****: Gather information* | *Gather requested information and submit to district* | *Administrative assistant, 4* | *5.0* |
| **1. Read instructions** | Read Application Guide andapplication for relevant Tier. |  |  |
| **2. Plan activities** | Plan gathering of information that will be submitted to EPA. |  |  |
| **3. Gather****information** | Canvass / Contact personnel from schools within the district to gather informationfor application. |  |  |
| **4. Compile and review** | Assemble data, evaluate for accuracy, appropriateness,and completeness. |  |  |
| **5. Complete and submit paperwork** | Complete all appropriate application documents and send to EPA. |  |  |
| **6. Store/Maintain****data** | File and maintain copies ofmaterials submitted to EPA. |  |  |

# Great Start:



**Leadership Award:**



**Excellence:**



**Model of Sustained Excellence:**



**Connector:**

