

# **Information Guide for Application for Baseline IPM Accreditation**

## **(Landscape)**

**Baseline IPM Accreditation** is the introductory or starting level for a landscape facility new to the operating standards required for IPM Accreditation. The facility makes application for this level of accreditation by submitting information as required for a Baseline Desk Audit. It is anticipated that the information submitted by most facilities new to practicing the principals of IPM, will be limited and need improvement.

An auditor appointed by Plant Health Atlantic Council will review the information as submitted for the Baseline Desk Audit and then work with the IPM Program Coordinator on the development of an **Improvement Plan**. The **Improvement Plan** is based primarily on the information forwarded in the Baseline Desk Audit and functions as a guide for a facility to progress to the next level of accreditation (*Introductory IPM Accreditation*).

In some cases the auditor, on reviewing the information submitted in the Baseline Desk Audit, may determine that the facility already meets the requirements for Introductory IPM Accreditation. These facilities can then make application for Introductory IPM Accreditation status. (*see: fee structure*)

**Each franchise location or business is considered to be a separate entity and therefore must submit a separate Baseline Desk Audit and employ a separate IPM Program Coordinator when applying for Baseline IPM Accreditation.**

All inquiries should be directed to the Plant Health Atlantic Administrator.

### **A Quick Look at the requirements for the Baseline Desk Audit**

The first step is to designate a Certified IPM Turf Practitioner as your IPM Program Coordinator. It is their responsibility to prepare and submit the documentation as required for applying for a Baseline Desk Audit. The information submitted gives the auditor an indication of your facility's present status with respect to pesticide usage, pesticide reduction practices, employee training and management, and appropriate customer education and consumer marketing materials.

**A facility will automatically be granted Base-line IPM Accreditation status and become enrolled in the IPM Accreditation program upon completion of the following:**

- Identification of the Certified IPM Program Coordinator on staff.
- Fees paid in full (*See: Fee Structure*).
- Submission of information required for the Baseline Desk Audit.
- Receipt of an Improvement Plan from the auditor.

### **Baseline Desk Audit Submission and Payment of Fees**

1. A facility makes application for a Base-line Desk Audit by submitting the following information on the attached forms.
  - a. An application for a Baseline Desk Audit.
  - b. Payment of the appropriate fees.
  - c. Pesticide usage information form.
  - d. Record of staff training.
  - e. Marketing and customer education materials.
  - f. Pest monitoring records for sites in an IPM program.
  - g. Equipment calibration information.
  - h. Baseline audit questionnaire.
2. An auditor appointed by Plant Health Atlantic Council will review the documentation.
3. The auditor will establish a rating for your facility and work with the IPM Program Coordinator on development of an **Improvement Plan**.
4. The facility will receive official acknowledgement that they are enrolled in an IPM approved program at the Baseline IPM Accreditation level once the requirements noted above have been submitted and an Improvement Plan has been completed.

A facility at the Baseline IPM Accreditation level is not allowed to use the Plant Health Atlantic IPM accredited logo on any promotional material.

### **Submit the Baseline Desk Audit information to:**

**David McCafferty, Plant Health Atlantic Administrator**  
**P.O. Box 7052, RPO Brookside Mall, Fredericton, NB E3A 0Y7**  
**Phone: 506 449-1531 Fax: 866 558-3994 Email: [planthealthatlantic@gmail.com](mailto:planthealthatlantic@gmail.com)**