

# **Subject: Pest Control**

## **What will be done and who will do it?**

New employees must:

- Review this procedure.
- Be trained by a team leader.
- Sign the training checklist.

Pest control is to be handled by a licensed pest management company under IPM guidelines. This company will handle methods of inspection and treatment, as well as providing appropriate documentation.

## **At a minimum, all protocols and procedures shall include the following:**

- Procedures for all current or anticipated pest management activities, including inspections and audits. The written procedures should be detailed and include frequency of action.
- Pest sightings and pest activity logs. These logs should contain the exact dates, times and locations of pest sightings, as well as the type of pest.
- Treatment records. These should contain the details of each performed treatment, ensuring they're accurate and up to date, and include both inspection dates and the locations of treatments performed.
- Trend reports. Because the final determination of a pervasive pest problem requires expertise, pest technicians will develop these reports based on the inspections, pest sightings and activity logs.
- Plant layout. The pest technician should keep an updated layout of the facility listing pest management activity information.
- Responsible individuals. Those persons who are in charge of recordkeeping and pest management oversight between professional inspections.
- Corrective measures. Should there be a need for a change in or a deviation from the pest management program, these measures will outline what must be done instead.

## **Who will make sure it's done and how?**

- Team leaders are expected to continually model appropriate pest control practices for employees.
- Team leaders shall monitor for pests or evidence of pest and make note of any sightings in the IPM pest sighting log.

## How should problems be fixed?

- Team leaders must immediately re-train and counsel employees who fail to follow the procedure as outlined here.
- Team leaders must notify the Director of any pest control issues that can't be solved through training and counseling.

## What records will be kept?

- Completed training checklist.
- Pest Log

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