 Shatila Food Products 8505 W. Warren Ave. Dearborn, MI 48126	Pest Prevention Program	
	Document #: 5.23	Effective Date: 01/03/22
	Prepared By: Chelsie Romberger	Supersedes: N/A
	Approved By: Nada Shatila	Revision #: Original

Introduction

The *Pest Prevention Program (5.23)* is intended to define the requirements for effective pest control parameters which will minimize the risk of pest infestation inside and outside of the facilities and is designed to be fully compliant with cGMP requirements as well as section 11.2.4 of the SQF Food Safety Code for Food Manufacturing (Edition 9) and employee safety requirements regulated by OSHA. Shatila Food Products currently contracts Ehrlich to serve as the facilities' Pest Control Operator (PCO) with internal support provided by personnel with basic knowledge of pest control. Ehrlich performs monitoring services on all indoor and outdoor traps for the Shatila Food Products facilities and performs on-site inspections on all traps.

Scope

All areas of the Shatila Food Products facilities used for the production and storage of ingredients, materials, WIP materials, and finished products are under the scope of this *Pest Prevention Program (5.23)* and must be maintained as such. A written service agreement with Ehrlich is in place outlining and describing all procedures required to ensure that all pest management activities are carried out in accordance with this policy. Pest management policies and procedures at Shatila Food Products must be followed at all times and must be checked regularly to ensure ingredients, materials, WIP materials, and finished products at the facilities are protected from infestation and maintained free of all pest hazards.


Responsibilities

All personnel are responsible for the awareness and monitoring of potential pest activity and for following GMP activities to prevent pest infestation. Employees trained to perform basic pest control activities are responsible for all pest management procedures detailed in this document. Only licensed technicians may use controlled substances for pest control purposes, and those technicians are responsible for keeping their license current and valid prior to any application of chemicals used for pest control. The SQF Practitioner is responsible for overseeing pest control policies and procedures, and for verifying that all necessary personnel are adequately trained on pest management issues and are able to identify signs of common pest infestations (droppings, scratch marks, damaged products etc.). Senior Management is responsible for ensuring that only licensed technicians administer pest control chemicals in and around the Shatila Food Products facilities.

Validation

The validation requirements for the *Pest Prevention Program (5.23)* consist of:

1. Regularly scheduled checks of traps for signs of pest presence or infestation.
2. All internal and external pest control traps/bait stations are numbered and identified on a site map.
3. Communication of all pest sightings/signs of infestation to the Food Safety Team.
 - a. Signs of infestation must be addressed through the use of approved measures capable of eliminating pest presence.
4. Bait stations, if used, are rebaited at least monthly by the PCO and are anchored to the facility perimeter so as to prevent removal by pests.

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5. Facility maintenance is completed for all areas of concern which could provide potential pest entrance or harborage locations.
6. Dock doors, and doors to production areas remain closed at all times to prevent pest entrance or are otherwise protected, if left open, to prevent pest entry.


Verification

Verification that the *Pest Prevention Program (5.23)* is operating as intended is performed through the following:

1. Signing and dating of pest control check or receipt of services each time they are performed.
2. Signing and dating of up-to-date and accurate pest control site map at least annually and each time pest control stations and traps are modified.
3. Confirmation of facility maintenance to address pest control related concerns.
4. Documented Management Review for meetings addressing pest control infestation and emergency actions taken to remove pests.
5. Review of training records and internal communications addressing pest prevention for the third party PCO and employees responsible for basic pest management tasks (if applicable).
6. Internal Audit review of pest prevention program and pest control records (at least annually).

Standard Operating Procedure

1. Documentation of pest control activities must be maintained as current and changes to the program must be verified and updated at least annually. Ehrlich is responsible for assistance and support in the management of crawling perimeter invaders and commensal rodents.
2. Current copies of the business license, state applicator's license, and proof of liability insurance protection are on file for Ehrlich and/or the assigned technician in the pest control binder.
3. Appropriate and current Safety Data Sheets (SDSs) for all pest control chemicals used are on file and readily available to all employees.
4. A current site map showing the locations of all pest control devices (e.g., bait stations, rodent traps, and insect traps) is maintained. The site map is reviewed regularly, dated and initialed by SQF Practitioner.
 - a. Devices currently in use include indoor traps and exterior bait stations.
5. Outside premises must be free of discarded equipment, litter, pallets, weeds and other clutter/debris that may interfere with effective pest control management, and that may provide harborage, breeding places or attractants for insects, birds, rodents or other pests.
6. Waste disposal areas must be adequately maintained to control contamination of products and the facilities through seepage, food-borne filth, or providing harborage for pests.
7. All doors and windows must be kept closed when not in use to prevent pest entry.
8. Clearance of approximately 12" must be provided between storage racks and walls, if applicable, to permit placement of rodent control devices, permit inspection for pest activity, and to facilitate cleaning.
9. If the need arises for an atypical internal application of insecticides, fumigants or rodenticides, Shatila Food Products management will consult with Ehrlich. Based on the regulations for the state of Michigan and Ehrlich recommendations, management will determine the best course of pest eradication. Management will oversee application processes to ensure successful removal of pest problems.

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10. The Ehrlich technician is required to bring chemicals into the facilities as needed and is required to remove them at the completion of the service call. Storage of pesticides in the facilities is not permitted.
11. If chemical means become necessary for the eradication of pest infestations, all production operations shall cease, and all materials and equipment will be stored in a way to prevent adulteration. Production records shall reflect adherence to this policy during chemical applications. Complete and detailed logs of applied chemicals will be maintained on site.
12. As experts trained in recognizing and evaluating conditions which can contribute to pest problems, providers are expected to advise the facility on recommended corrective actions for any deficiencies identified anywhere in the facilities which could result in pest infestations. These observations and recommendations should be included in the activity reports generated by Ehrlich. Repeat deficiencies or activities should be highlighted for specific management action.
13. Activity reports must be generated by the Ehrlich technician for each inspection/service call. Each report must indicate specific activity, type of activity (gnawing, digging, droppings or stains), and recommended corrective actions. Any chemicals used, date, purpose, concentrations/quantities used, locations where used, and methods of applications must also be included. Any deficiencies noted in the activity report must be addressed with the appropriate corrective actions.
14. The Ehrlich technician must follow the contractor GMP rules found in the *Employee Hygiene, Personnel Practices, and GMPs (5.7)* document at all times while in the Shatila Food Products facilities.
15. Shatila Food Products will verify at least annually that Ehrlich is monitoring traps and other such pest management equipment in accordance with best practices.