		Category: Quality System Documents Title: [QA-015] Pest Control	
Version 02	State Effective	Effective Date 04-MAY-2020	Document ID 282956

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1. PURPOSE

This procedure establishes the guidelines for managing and executing the pest control program for LiquiGlide.

2. SCOPE

- 2.1 This procedure applies to the materials, documents, and procedures for the pest control program at the LiquiGlide.

3. RESPONSIBILITIES

Role	Responsibility
All Associates	<ul style="list-style-type: none"> - Report any sightings of pests to the Head of Manufacturing or designee
Head of Manufacturing, or designee	<ul style="list-style-type: none"> - Responsible for the execution of the pest control program.
Quality Associate, or designee:	<ul style="list-style-type: none"> - Responsible for the annual inspection of the facility by a reputable, competent and licensed pest control expert. - Ensures that all routine or emergency visits are documented per this procedure.

4. DEFINITIONS

- 4.1 **Pest Control Expert:** person or persons licensed, knowledgeable or have the correct training, materials and/or equipment to manage the pest control program at LiquiGlide.

5. PROCEDURE

- 5.1 Scheduled site visits by a Pest Control Expert will be coordinated by the Head of Manufacturing, or designee, in order to schedule the visit(s) in accordance with manufacturing and/or production activities and events. The schedule of site visits will be documented in [QA-015-FRM-02] Pest Control Schedule Log
- 5.2 All sightings or evidence of any pest will be immediately reported to the Head of Manufacturing, or designee who will take one or more of the following actions:
- 5.2.1 Observe and document the purported sighting in the Pest Control Sighting Log [QA-015-FRM-01]
- 5.2.2 Call the Pest Control Expert

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- 5.2.3 Take immediate action to guard raw materials, facility, equipment, personnel or products against infestation or contamination.
- 5.3 The pest control program will consist of routine visits, by a pest control expert will be no fewer than three times a year.
- 5.4 All visits whether routine scheduled or non-routine, will be documented in the Pest Control Log.
- 5.5 The Pest Control Expert will be escorted by Quality Assurance, or designee, at all times during the site visit
- 5.6 A separate logbooks provided by the Pest Control describing the location of each pest control device will be maintained at each site, and will be updated by the Pest Control Expert at each visit.
- 5.7 For routine pest control services, liquid insecticides or rodenticides will not be used in GMP areas. Non-volatile or passive methods and apparatus will be used.
- 5.8 For equipment, raw materials, products and/or areas of the facility that have been or have been potentially contaminated by pests, the material will be immediately quarantined. QA will then document the findings and decisions, as necessary.


6. ATTACHMENTS

- 6.1 N/A

7. REFERENCES

- 7.1 Pest Control Sightings Log [QA-015-FRM-01]
- 7.2 Pest Control Schedule Log [QA-015-FRM-02]

Controlled Copy

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REVISION HISTORY

Version 01 Effective on 06-Jun-2019

New Document

Version 02 Effective on 04-May-2020

Added description of Pest Control Expert Log

DOCUMENT ELECTRONIC SIGNATURES

DOCUMENT APPROVAL WORKFLOW

Author Approval

Alison Higgins
 Quality Assurance Head
 alison.higgins@liquiglide.com

I am the author of this document.
Signed 1:12:43 AM UTC 27-Apr-2020

Required Workflow Steps for this Category

Michael Tyo
 Quality Assurance Consultant
 michael.tyo@liquiglide.com

LiquiGlide Inc / Quality Assurance Approval
 I have reviewed and approve this document.
Signed 5:06:04 PM UTC 27-Apr-2020

BILL-TO 104845

LOCATION 104849

Time In: 02/19/2021 9:10 AM
Time Out: 02/19/2021 3:00 PM

Liquiglide
75 Sidney Street
Cambridge, MA 02139

Liquiglide
34 Sullivan Rd., Unit# 19
N. Billerica, MA 01862

Customer Signature

Customer is unavailable to sign
Technician Signature

Melissa Buono
License #: MA - 49933

Purchase Order	Terms	Service Description	Quantity
None	NET 30	Monthly Pest Control	1.00

GENERAL COMMENTS / INSTRUCTIONS

February 19th inspected the facility for any general pest activity. Checked and dated insect glue monitors, replaced glue monitors if needed - no major pest activity was found at this time. Did not see any mew signs of mice activity in the warehouse. No special request today. All CDC guidelines and procedures were followed during this inspection

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
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None Noted.

PRODUCTS APPLICATION SUMMARY

None Noted.

PEST ACTIVITY	# Areas	# Devices	Pest Totals
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None Noted.

DEVICE INSPECTION SUMMARY

AREA COMMENTS

None Noted.

DEVICE INSPECTION EXCEPTIONS

None Noted.

INSPECTION DETAIL

None Noted.

Buono Pest Control Co., Inc.
PO Box 117
Belmont, MA 02478
617-489-3008

Service Inspection Report

ORDER #: 133832

WORK DATE: 02/19/2021

PRODUCTS APPLIED

None Noted.

Buono Pest Control Co., Inc.
PO Box 117
Belmont, MA 02478
617-489-3008

Service Inspection Report

ORDER #: 132973

WORK DATE: 01/22/2021

BILL-TO **104845**

Liquiglide
75 Sidney Street
Cambridge, MA 02139

LOCATION **104849**

Liquiglide
34 Sullivan Rd., Unit# 19
N. Billerica, MA 01862

Time In: 01/22/2021 1:39 PM
Time Out: 01/22/2021 1:41 PM

Customer Signature

Customer is unavailable to sign
Technician Signature



Hasan Meyers
License #: MA - 37699

Purchase Order	Terms	Service Description	Quantity
None	NET 30	On-Call Service	1.00

GENERAL COMMENTS / INSTRUCTIONS

Mice - Warehouse

Had a complaint of a mouse caught in the warehouse area. Mouse was caught on a glue board. Placed out a new glue board. Will follow up next service call. Checked the ketchalls and glue boards. No other activity was found.

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
---------------------------	----------	----------	----------------	----------

None Noted.

PRODUCTS APPLICATION SUMMARY

None Noted.

PEST ACTIVITY	# Areas	# Devices	Pest Totals
---------------	---------	-----------	-------------

None Noted.

DEVICE INSPECTION SUMMARY

AREA COMMENTS

None Noted.

DEVICE INSPECTION EXCEPTIONS

None Noted.

INSPECTION DETAIL

None Noted.

Buono Pest Control Co., Inc.
PO Box 117
Belmont, MA 02478
617-489-3008

Service Inspection Report

ORDER #: 132973

WORK DATE: 01/22/2021

INSPECTION DETAIL

PRODUCTS APPLIED

None Noted.

Buono Pest Control Co., Inc.
PO Box 117
Belmont, MA 02478
617-489-3008

Service Inspection Report

ORDER #: 132763

WORK DATE: 01/25/2021

BILL-TO **104845**

Liquiglide
75 Sidney Street
Cambridge, MA 02139

LOCATION **104849**

Liquiglide
34 Sullivan Rd., Unit# 19
N. Billerica, MA 01862

Time In: 01/25/2021 8:27 AM
Time Out: 01/27/2021 10:10 AM

Customer Signature

Customer is unavailable to sign
Technician Signature

Melissa Buono
License #: MA - 49933

Purchase Order	Terms	Service Description	Quantity
None	NET 30	Monthly Pest Control	1.00

GENERAL COMMENTS / INSTRUCTIONS

January 22nd Hasan arrived for regular service and mouse activity . Inspected all pest control devices and removed a mouse from a snap trap in the warehouse and also added extra pest control devices to the area

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
---------------------------	----------	----------	----------------	----------

None Noted.

PRODUCTS APPLICATION SUMMARY

None Noted.

PEST ACTIVITY	# Areas	# Devices	Pest Totals
---------------	---------	-----------	-------------

None Noted.

DEVICE INSPECTION SUMMARY

AREA COMMENTS

None Noted.

DEVICE INSPECTION EXCEPTIONS

None Noted.

INSPECTION DETAIL

None Noted.

Buono Pest Control Co., Inc.
PO Box 117
Belmont, MA 02478
617-489-3008

Service Inspection Report

ORDER #: 132763

WORK DATE: 01/25/2021

PRODUCTS APPLIED

None Noted.

Buono Pest Control Co., Inc.
PO Box 117
Belmont, MA 02478
617-489-3008

Service Inspection Report

ORDER #: 131738

WORK DATE: 12/22/2020

BILL-TO **104845**

Liquiglide
75 Sidney Street
Cambridge, MA 02139

LOCATION **104849**

Liquiglide
34 Sullivan Rd., Unit# 19
N. Billerica, MA 01862

Time In: 12/22/2020 2:37 PM
Time Out: 12/28/2020 9:29 AM

Customer Signature

Customer is unavailable to sign
Technician Signature

Melissa Buono
License #: MA - 49933

Purchase Order	Terms	Service Description	Quantity
None	NET 30	Monthly Pest Control	1.00

GENERAL COMMENTS / INSTRUCTIONS

December 22nd arrived for regular service. Checked and dated insect glue monitors, replaced monitors with new glue if needed . No immediate pest activity was found during this time

All CDC and facility guidelines where followed during this inspection

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
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None Noted.

PRODUCTS APPLICATION SUMMARY

None Noted.

PEST ACTIVITY	# Areas	# Devices	Pest Totals
---------------	---------	-----------	-------------

None Noted.

DEVICE INSPECTION SUMMARY

AREA COMMENTS

None Noted.

DEVICE INSPECTION EXCEPTIONS

None Noted.

INSPECTION DETAIL

ORDER #: 131738

WORK DATE: 12/22/2020

INSPECTION DETAIL

Area	Time	Type	Status	Pest Findings
Gowning	2:37:21 PM	Area	No Activity	
Manufacturing	2:37:09 PM	Area	No Activity	
warehouse	2:37:11 PM	Area	No Activity	

PRODUCTS APPLIED

None Noted.

Buono Pest Control Co., Inc.
PO Box 117
Belmont, MA 02478
617-489-3008

Service Inspection Report

ORDER #: 130614

WORK DATE: 11/19/2020

BILL-TO **104845**

Liquiglide
75 Sidney Street
Cambridge, MA 02139

LOCATION **104849**

Liquiglide
34 Sullivan Rd., Unit# 19
N. Billerica, MA 01862

Time In: 11/19/2020 2:39 PM
Time Out: 11/23/2020 7:47 AM

Customer Signature

Customer is unavailable to sign
Technician Signature

Melissa Buono
License #: MA - 49933

Purchase Order	Terms	Service Description	Quantity
None	NET 30	Monthly Pest Control	1.00

GENERAL COMMENTS / INSTRUCTIONS

November 19th completed regular service. Checked and dated pest control devices throughout all areas located on the report with the help of staff for the manufacturing room. No new pest sightings from staff - little activity of spiders found today. Keep up good sanitation. All CDC guidelines and procedures were followed during this inspection

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
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None Noted.

PRODUCTS APPLICATION SUMMARY

None Noted.

PEST ACTIVITY	# Areas	# Devices	Pest Totals
---------------	---------	-----------	-------------

None Noted.

DEVICE INSPECTION SUMMARY

AREA COMMENTS

None Noted.

DEVICE INSPECTION EXCEPTIONS

None Noted.

INSPECTION DETAIL

Area	Time	Type	Status	Pest Findings
Gowning				

Buono Pest Control Co., Inc.
PO Box 117
Belmont, MA 02478
617-489-3008

Service Inspection Report

ORDER #: 130614

WORK DATE: 11/19/2020

INSPECTION DETAIL

Area	Time	Type	Status	Pest Findings
	2:40:12 PM	Area	No Activity	
Manufacturing	2:43:31 PM	Area	No Activity	

PRODUCTS APPLIED

None Noted.