



<b>Doc #:</b> 15.1	<b>Title:</b> Contracted Pest Control SOP	<b>Date Created:</b> 10/1/2020
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## Contracted Pest Control SOP

**Policy:** Proper Beverage, Co. ensures that a fully operating pest control program is instituted. The pest program prevents pest issues and then monitors to confirm that the pest control program is working.

**Purpose:** Pest issues are serious food safety hazards. This SOP supports a contracted pest control program/plan outlining the procedures and requirement that help ensure a pest free operation.

**Scope:** This procedure covers all internal areas, the build perimeters and fence line areas.

Please note that other policies and procedures may cover pest control issues in more detail (e.g. incoming raw material procedures).

**Responsibility:** The Food Safety Manager is responsible for the development of this SOP. However, the entire pest control program is overseen by a contracted company.

### **Procedures:**

#### **1. General Rules**

- 1.1. Pest prevention is employed in all areas of the operation. This mainly involves prevention of pest ingress into the operating areas.
- 1.2. Pest control is verified by monitoring systems.
- 1.3. Where pest sightings, activity and issues are located, procedures for corrective actions are noted in this SOP.

#### **2. External Area Pest Control Maintenance**

- 2.1. All external areas are maintained in a neat and tidy fashion. Rules employed but are not limited to:
  - a. All vegetation is kept neat and tidy, avoiding low level shrubs that might harbor rodents.
  - b. No areas where standing water can collect.
  - c. External drains are covered such that they prevent vermin entry.
  - d. A clear buffer zone is maintained around the buildings. This buffer zone is free of excessive vegetation, pallets, equipment and anything else that might act as a pest harborage zone.

- e. All equipment including maintenance graveyard areas are kept off the floor. All pipe ends are capped
- f. All dumpsters are located away from the other operational areas where production is occurring.
- g. Dumpster areas are maintained in good order, with the areas around the dumpsters being kept clean and free of debris. Dumpsters are covered to avoid pest entry and feeding. Dumpsters are emptied at least weekly.

2.2. Outside overhang areas where birds might land are netted.

### 3. Building/Structural Area Pest Control Maintenance

3.1. Exit/entry management to prevent pest ingress:

- a. All large doors are kept closed and those that are used frequently are fitted with automated fast opening/closing doors. Some doors are also fitted with plastic strip curtains (ends fitted to be just off the ground).
- b. Personnel doors are kept closed.
- c. All doors are fitted with weather strips in order to ensure that there are no gaps around the door edges.

3.2. Walls are proofed to prevent pest entry, including:

- a. Pipes and other fittings that run through walls are “sealed” between the wall and fitting such that there is no gap allowing pest ingress.
- b. The wall-roof joints are sealed to prevent entry.

3.3. Windows as a rule kept closed.

3.4. Operational hygiene is maintained at all times including clean as you go, ongoing waste/trash removal and adherence to the master sanitation schedule.

### 4. Raw Material Pest Control

4.1. All raw materials are checked inspected. Any detection of pest activity will result in the materials being rejected. Records of raw material inspections are maintained on the Bill of Lading and transferred to Receiving Log.

4.2. Trailers delivering raw materials are inspected. Any detection of pest activity will result in the materials being rejected. Records of raw material trailer inspections are maintained on the Bill of Lading and transferred to Receiving Log.

4.3. Suppliers are required to supply a letter of guarantee that includes details on Third Party Food Safety Audits, which usually include sections on pest control.

### 5. Pest Control Monitoring Program

5.1. Proper Beverage, Co. has a pest control monitoring program that is designed to detect the absence or presence of pest issues. The program is contracted with a contracted pest control company to check the traps as noted in this SOP and also in the formal written contract with a contracted pest control company.

5.2. Daily pre-operation inspections and routine self-audits are performed and will detect pest control issues in terms of actual evidence of pest activity and also structural issues. The routine self-audits will also spot check the traps to ensure that they are marked as monitored & check offs are being completed properly and also check pest control related records.

- 5.3.** Pest control monitoring station specifications as supplied by a contracted pest control company:
- a.** Internal trap stations are metal tin traps with “marked as monitored” inspections cards located inside the traps. Traps are numbered.
  - b.** Building perimeter trap stations are either black plastic or metal trap designs. These traps are kept locked and accessed only by a contracted pest control company licensed operators and Proper Beverage, Co. senior QA managers for the purpose of auditing. “Marked as monitored” inspections cards located inside the traps. Traps are numbered.
- 5.4.** Monitoring station locations:
- a.** Internal trap stations are located in all areas, approximately 20 ft to 40 ft apart and also located adjacent each side of the overhead doors and personnel doors. These traps are located on the floor. These traps are co-located with identified numbered wall signs.
  - b.** Building perimeter trap stations are located around all buildings, approximately 25 ft. to 75 ft. apart and also located adjacent each side of the dock doors and personnel doors. These traps are staked and/or glued to the ground. These traps are co-located with identified numbered wall signs.
  - c.** All trap stations locations are noted on an operation plan which shows:
    - i.** Trap station locations
    - ii.** Type of trap
    - iii.** Trap number
    - iv.** Date when plan was last revised
    - v.** Who revised the plan

*The master copy of the trap station location map is kept in the pest control manual supplied by a contracted pest control company.*

- 5.5.** External trap stations i.e. fence line and building perimeter stations have poisonous materials inside them which are EPA labeled materials with specific “directions for use”.
- a.** The application of these baits is performed by a contracted pest control company licensed/permit holder whose credentials cover the scope of structural pest control. Copies of licenses/permits are kept on file in the contracted pest control company manual.
  - b.** Copies of the bait Safety Data Sheets (SDS) and copies of the bait specimen labels are stored in the contracted pest control company manual and the Proper Beverage, Co.’s SDS file.
  - c.** Baits are bought on site by a contracted pest control company licensed/permit applicator, who are responsible for the management of the traps and the baits. No baits are stored on site. The contracted pest control company is responsible for the proper removal of spent bait material.
- 5.6.** Applications of poisonous baits are recorded by a contracted pest control company and copies of these application records are kept in the contracted pest control company file on site.
- 5.7.** All traps are inspection as per the frequencies listed below:
- a.** Internal trap stations – 2 times / month
  - b.** Building perimeter trap stations - 1 time / month

- c. A contracted pest control company emergency 24/7 call out is part of the contract.
- 5.8. Trap station inspections are recorded by the contracted pest control company and copies of these inspection records are kept in the contracted pest control company file on site.
- 5.9. Inspections are also recorded on the “marked as monitored” labels located in the rodent trap stations.
- 5.10. Results of trap station inspections are reviewed see section 6 of this SOP.
- 5.11. Corrective actions associated with pest control issues. Corrective actions for pest control related issues are dependent on the location of the issue and the type of issue/incident that has been detected.
  - a. Pest activity/sightings not directly affecting food and food contact surfaces (including packaging):
    - i. When activity is detected and reported on either the pest sighting log.
    - ii. The QA Management Team and a contracted pest control company representative will investigate the situation
    - iii. Decide, execute and record (on respective forms) corrective and preventive actions
- 5.12. Pest activity/sightings directly affecting food and food contact surfaces (including packaging): **This is viewed as a serious incident.**
  - a. Affected food, equipment and areas are quarantined while the extent of the issue is Determined
  - b. Affected food and packaging is disposed off
  - c. Any equipment or areas are thoroughly cleaned and sanitized, with post sanitation validation i.e. inspection and swabbing
  - d. A full investigate occurs as to how and why the issue occurred, with a view to creating preventative actions. This investigation is performed by QA Management Team and a contracted pest control company representative.
  - e. If there is a belief or evidence that affected materials have or may have left the operation that were already contaminated, then the need for a recall and notification of the relevant authorities is considered.
  - f. All details are recorded on a Notice of Unusual Occurrence Corrective Actions Form (NUOCA). Copies are retained in the pest control manual and in the NUOCA logbook.

## 6. Management Review

- 6.1. In view of the potentially serious nature of some pest control issues and the fact that they should be a rare occurrence, any food pest control issues are reviewed at the next convened food safety committee meeting in order to ensure that the corrective and preventive actions were adequate.
- 6.2. At least quarterly trend reports are created for the management review committee that summarizes the monthly pest activity for the internal, building perimeter and fence line trap stations.