



Standard Operating Procedure

TITLE: Pest Control

SOP: MFG-05-510

Revision 004- 8/1/22

Page 1 of 3

1. PURPOSE

To describe a procedure for maintaining the abatement of pests.

2. SCOPE

Applies to Burr Ridge, Romeoville, and Bolingbrook manufacturing facilities.

3. RESPONSIBILITY

Maintenance department is responsible for coordinating and/or performing monthly inspections.

4. ASSOCIATED MATERIALS

Pest Control Inspection Form MFG-05-510A

General Housekeeping and Sanitation QA-125

5. PROCEDURE

5.1 The exterior walls and doors are maintained to prevent access by rodents, birds, and vermin through openings.

5.2 No food is allowed in the manufacturing areas, laboratories, or rest rooms.

5.3 All discarded food and wrappings must be placed in the closed container provided in the lunchroom.

5.4 An outside cleaning service maintains the cleaning of the offices, eating areas, and restrooms. In addition, Nanophase personnel monitor and maintain these areas.

5.5 A licensed exterminator service inspects and/or treats on a predetermined schedule as arranged by the Maintenance department. Monthly inspections either carried out by the external service or by the Maintenance Technicians monthly for fly traps (UV Lamps), rodent trap, and bait stations. Inspections are documented in MFG-05-510A or vendor forms. At least on an annual basis external service inspects the facility for equipment serviceability and any changes to the pest control program.

5.5.1 The exterminator service only uses rodenticides, insecticides, and fungicides that are registered and used in accordance with the Federal Insecticide, Fungicide and Rodenticide Act (7 U.S.C. 135). However, only traps (no pesticides) are allowed in production areas. Pesticides may be used in Lunchroom and toilets for pest control purposes. No Pesticides are stored in production or warehouse area. Traps are used along the outside perimeter of the facilities.



Standard Operating Procedure

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SOP: MFG-05-510

Revision 004- 8/1/22

Page 2 of 3

- 5.5.2 An inspection report of the exterminator's findings and treatment applied is furnished and kept at each individual site for that specific site.
- 5.5.3 All reports will be maintained on file for five years in the Maintenance Office or Production Office area.
- 5.5.4 Maintenance Supervisor or assignee arranges for repairs. Procedural changes as indicated by the results of the inspection are mutually reviewed and implemented by Maintenance and QA.



Standard Operating Procedure

TITLE: Pest Control

SOP: MFG-05-510

Revision 004- 8/1/22

Page 3 of 3

6. APPROVALS

Originator

Date

Department Head

Date

Quality Assurance

Date

7. CHANGE HISTORY

Revision#	Date	Reason for change
001	9/9/96	Eliminated reference to the Plant Manager, step 4.5.3.
002	5/8/02	Added Romeoville facility and changed the Compliance manager to Site manager, Team Leaders and Quality Director. Added association to QA-125 and QA-125B.
003	07/27/09	Changed all future tense verbs to current tense. Defined Site Manager as responsible person for actions and records at Romeoville and Team Leader as responsible person for actions and records at Burr Ridge
004	8/1/2022	Added use of MFG-05-510A form for internal inspection purposes. Added Bolingbrook site.

Signature Manifest

Document Number: DOC-00057

Revision: 04

Title: MFG-05-510 Pest Control

Effective Date: 26 Feb 2024

All dates and times are in Central Time Zone.

MFG-05-510 Pest Control

Rejection Collaboration

Name/Signature	Title	Date	Meaning/Reason
System Administrator (SYSADMIN)		21 Feb 2024, 12:13:02 PM	Complete
Nataly Cochran (NCOCHRAN)	Supervisor, Quality and EH&S	21 Feb 2024, 12:16:00 PM	Complete

Originator

Name/Signature	Title	Date	Meaning/Reason
Mohammad Ali (MALI)	Director, EH&S and Quality	26 Feb 2024, 02:07:28 PM	Approved

Department Head

Name/Signature	Title	Date	Meaning/Reason
Mohammad Ali (MALI)	Director, EH&S and Quality	26 Feb 2024, 02:07:45 PM	Approved

QA

Name/Signature	Title	Date	Meaning/Reason
Mohammad Ali (MALI)	Director, EH&S and Quality	26 Feb 2024, 02:08:09 PM	Approved