

BODYBIO

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| SOP# 04-031.4 | Standard Operating Procedure | Written/Revised by/Date: <i>K. H. J. 01/07/22</i> |
| Effective Date: FEB 18 2022 | Pest Control | Approved by/Date: <i>J. H. J. 01/10/22</i> |
| Supersedes: 11-04-2020 | | Page 1 of 4 |

1.0 Purpose

- 1.1 To define the procedure to be followed for the exclusion of animals and/or pests from all areas of Bodybio's facilities.

2.0 Scope

- 2.1 This procedure applies to all areas of Bodybio's facilities; 45 Reese Rd and 25 Driskill St., interior and exterior to prevent the contamination of components, dietary supplements or contact surfaces.

3.0 Responsibility and Frequency

- 3.1 The Sanitation/Manufacturing Specialist or designee will escort the outside contractor during inspections at 45 Reese Rd.
- 3.2 The Manufacturing Manager or designee will escort the outside contractor during inspections at 25 Driskill St.
- 3.3 The Manufacturing Manager and/or Demand and Logistics Manager is responsible for overseeing that this procedure is being followed and will assist with any questions or concerns from the outside contractor.
- 3.4 Quality Control is responsible for auditing the vendors work and over seeing that all documentation is up to date.
- 3.5 The Senior Quality Control Manager is responsible for approving any action that is suggested or required by Western Pest Services.

4.0 References

- 4.1 21 CFR 111

5.0 Procedure

5.1 Outside Contractor

- 5.1.1 Western Pest Control: Cape May Courthouse, 1131 Route 9 South, NJ (609)465-9441 or (609) 641-5556

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- 5.1.1.1 Incorporates the latest pest elimination techniques including the concept of Integrated Pest Management.
- 5.1.2 A qualified Western Pest employee will inspect Bodybio's facilities twice monthly.
 - 5.1.2.1 Inspection reports will be kept in Western Pest's binders, which are located in the Quality Control Lab at Reese Rd., and in the Manufacturing Managers office at Driskill.
 - 5.1.2.2 A report of pesticide usage will be posted in cafeteria.
- 5.2 General Housekeeping activities for prevention of pest activities
 - 5.2.1 Windows and doors used for ventilation should have screens.
 - 5.2.2 The building should have well fitted doors.
 - 5.2.3 Cracks and crevices should be sealed to eliminate breeding area for pests.
 - 5.2.4 Floor drains should be constructed to prevent the entrance of rodents.
 - 5.2.5 Exterior lights should not be mounted adjacent to doors.
 - 5.2.6 Interior insect control lights should be positioned to control pests inside the facility but not attract them from the outside.
 - 5.2.7 The ground and building should be devoid of trash. Spills should be cleaned up promptly.
 - 5.2.8 Proper draining of storm water should avoid on-going standing water on the grounds, particularly against the building.
 - 5.2.9 Storage areas should be well lit and arranged to facilitate inspection.
 - 5.2.10 Pallets stored outside should be inspected to ensure they are not harboring pests when brought inside the facility.
 - 5.2.11 Special consideration should be given to the handling and storage of materials that may be attractive to pests (natural materials).

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5.2.12 Storage areas and containers should be cleaned and sanitized, as needed, after being emptied and prior to re-use.

5.2.13 All trash containers should be covered, emptied and cleaned in a timely and sanitary manner.

5.2.14 Personnel should be trained in good house keeping techniques.

5.2.15 Eating should be allowed only in approved locations.

5.3 Detection of Pests

5.3.1 All trucks and pallets that bring materials to the manufacturing or warehouse facility should be inspected prior to and during unloading for evidence of pest infiltration.

5.3.2 Warehouse areas should be inspected on a regular basis for insect and animal presence.

5.3.3 During the normal inspection cycle, material should be visually checked for pest infiltration.

5.3.4 Trash containers should be inspected at frequent intervals for pests.

5.3.5 Any insect and/or animal activity found by employees should be reported to their supervisor and corrected.

5.3.5.1 Notify Western at (609) 465-9441 if needs to be taken care of immediately.

5.3.5.2 The employee that finds the activity will fill out the section in Western Pest's binder under service requests.

5.3.5.3 During the next scheduled visit, Western Pest Services will review the binder for service requests and address it immediately.

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Revision History

| Date | Revision | Comments |
|--------------------|----------|---|
| 10-26-10 | 0 | New |
| 04-24-19 | 1 | Updated format. Corrected spelling errors. Updated titles of management. Updated location of Western Pest binder. |
| 11-01-19 | 2 | Added more responsibility parties. Corrected format. Changed the responsibility for service requests to any employee that finds activity. |
| 11-04-20 | 3 | Updated titles of Management. Removed irrelevant reference. |
| FEB 18 2022 | 4 | Added BodyBio facilities; 45 Reese Rd and 25 Driskill St. Added responsibility of escorting the contractor at Driskill St. Added location of Pest book at Driskill. |