



VitaCare Pharma

ORIGINAL

SOP #	VC-NQA-004	TITLE:	Effective:	10/02/19
Revision #	03	Pest Control Program	Status:	APPROVED
Superseded By:	Chintan Naik		Total Pages:	04

REVIEWED BY/DATE:	QUALITY APPROVAL/DATE:
<i>P. Patel</i> 06/18/24.	<i>m. shah</i> 06/18/24

1. Purpose:

To provide an effective program and procedure for pest control in company premises to prevent infestation.

2. Scope:

Pest control program is essential and an effective measure to exclude pests from the physical plants and to protect against contamination of components, dietary supplements and surfaces within the premises by pests.

3. Responsibility: Quality Assurance

4. Reference: 21 CFR 111 Subpart C 111.15 (d); 111.23 (b)

5. Procedure:

- a. To take effective and intense measures, a service from an approved outside exterminating agency will be appointed and used.
- b. An annual contract will be signed initially, which is to be periodically reviewed & renewed.
- c. A copy of annual contract and relevant necessary documents, such as valid licenses, liability insurance certificated, etc. will be kept securely in the pest control file.
- d. A representative from the pest service agency will visit the premises twice a month on set schedule.
- e. On their visit , a representative will,
 - Inspect-clean-sign out & secure all exterior mechanical rodent traps.
 - Inspect-clean-sign out and secure all interior mechanical rodent traps located in warehouse area. A diagram will be drawn and placed in the pest control file with location of such traps.
 - Inspect and monitor warehouse area for any suspicious rodent activities.
 - Use a feather duster to knock down ground spider webs, if present.
 - Use sticky glue boards as a watchdog to catch ants, insects, etc in cafeteria, bathrooms and office areas.
 - Inspect-clean-sign out and secure all vector lights located in warehouse area.
- f. Upon completion, a service ticket has to be provided by the representative, which is to be kept in the pest control file for future reference.

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- g. An agency representative will use approved exterior treatment for knock-down of non-wood insects twice a year.
- h. Any complaint calls will be handled by pest control agency upon request as early as possible.
- i. No animals, pets or pests are allowed in any areas of physical plant.
- j. Additional preventive measures needs to be taken to avoid any animals, rodents and pests to enter and colonized in the warehouse, by keeping door close all the time for warehouse opening such as loading docks, emergency exit doors and windows.
- k. All goods in warehouse should be stored one foot away from all exterior walls. This will provide better access for personal for inspection and pest control.
- l. There will not be any spraying of insecticides, fumigants, fungicides or rodenticides inside the premises by pest control agency at any circumstances, without prior approval and taking precautions.
- m. An agency will provide a complete list of approved pesticides along with their active ingredients and MSDS, which have been used to perform the pest service.
- n. Sanitary assistant shall be trained by representative from Pest Control Service for monitoring pest control and activities in the intervening service visit. Training shall be documented.
- o. Besides a pest control service tickets, VitaCare will maintain its own log (See Attachment-I) for each time a service is provided either as a routine or a special service call. A representative must enter all necessary information whenever they visit the premises for regular service or for special service call.
- p. QA will maintain all necessary documentation up to date, including annual service agreement, bi-monthly service tickets, VitaCare pest control log, up to date agency & representative pesticide state licenses, diagram showing location for traps and detail information of the chemical to be used including their MSDS in the pest control file.

6. Attachment:

Appendix-A: Pest Control Log

7. Archiving SOP:

All original documents are to be archived by QA & controlled copies are to be submitted to concerned departments

8. Revision History:

Rev. No.	Revision Details	Reference/CCF No.	Effective Date:
00	New Procedure	N/A	11/05/12

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01	To comply NSF guidelines, twice a month pest control visit and Sanitary Assistant training added.	13/QA/007	09/09/13
02	Glue Board (Vector Fly Lights) added in the logbook, as per NSF guideline.	16/QA/023	06/13/16
02	Periodic Review	SOP # VC-GEN-001	06/14/18
03	Added procedure of keeping door close for warehouse openings (j.) And added procedure for storing goods against exterior for better access. (k.)	19/QA/036	10/02/19
03	Periodic Review	SOP # VC-GEN-001	06/15/20
03	Periodic Review	SOP # VC-GEN-001	06/16/22
03	Periodic Review	SOP # VC-GEN-001	06/18/24

9. APPENDIX:

APPENDIX-A: -

PEST CONTROL LOG

NAME OF THE PERSON VISITED FROM PEST CONTROL AGENCY	TIME IN	TYPE OF SERVICES PERFORMED BY PEST CONTROL AGENCY	TIME OUT	SIGN & DATE	REMARK/OBSERVATION
		<input type="checkbox"/> Interior rodent trap <input type="checkbox"/> Exterior rodent trap <input type="checkbox"/> Glue boards (General) <input type="checkbox"/> Glue boards (Vector/Fly light) <input type="checkbox"/> Service ticket <input type="checkbox"/> Feather duster for spider <input type="checkbox"/> Outside Use of Tall star EZ for non-wood insects			



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		<input type="checkbox"/> Others			
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