

Standard Operating Procedure



SOP# **PT2-001**

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Revision: G

Revision Date: 6JAN21

Document Change Notice (DCN): <None>

Approvals:

Initial	Date
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Director of Quality Assurance

KWB	12APR19
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Title: Pest Control

Purpose:

Insure that rodent control systems are in place and monitored.

Designation of Responsibilities:

External Pest Control Company; Maintenance Mechanic, Production Supervisor or designated ActionPak employee

Materials Needed:

Form PT2-001F5 Pest Control Treatment Form

Drawing PTC-001D.dwg

Process / Procedure:

- 1) Trap / Bait Station / Insecticutor stations are to be located according to AIB standards.
- 2) **Interior Stations**
 - A. Trending is collected via ECOLab Pro-Scan
 - B. Inspect every week.
 - C. Inspect for the following:
 1. Observe the condition of the trap, document when the trap not accessible due to clutter and/or violation of the AIB inspection lines. Replace damaged or broken traps immediately.
 2. Observe and note any activity around and in the traps, including spider webs, dirt, clutter, fecal matter.
 3. Look in the end of traps to see if a rodent is inside the trap.
 - a) If the rodent is alive do not open the trap without being prepared to terminate the rodent. Drowning the rodents in a bucket of water would be the preferred method.
 - b) If the rodent is already dead, clear the trap.
 4. Replace glue board if necessary (glue boards are optional).
 5. Mark the inspection tag inside the trap with the date of inspection.
 - D. If activity is found

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1. Add additional traps with a non-pesticide bait near the monitor stations
2. Inspect glue boards daily for 1 week.
3. Mark off the area so that employees don't step on or move the glue boards.
4. Remove glue boards 1 week after the last activity.

3) Exterior Stations

- A. Use form: PT2-001F2 (Refer to DWG PTC-001D for locations)
- B. Trending is collected via ECOLab Pro-Scan
- C. All bait stations are inspected monthly.
- D. Inspect for the following:
 1. Condition of the trap.
 2. Trap is anchored properly
 3. Trap is clear of debris such as leaves, ice etc.
 4. Note obvious activity by excrement and/or nesting materials inside or around the traps.
 5. Note additional comments regarding the trap physical condition.
 6. Check bait for any signs of consumption, or activity.
 7. Replace bait Monthly
 8. Mark Trap Card with the date of the inspection.

4) Insecticutors

- A. All insecticutor must be service on a scheduled monthly.
- B. Trending is collected via ECOLab Pro-Scan
 1. Inspection consists of the following:
 - a) Count insects
 - (1) Large (Common housefly or larger)
 - (2) Small (Fruit Fly or smaller than a housefly)Identification of specific insects is not necessary.
 - b) Clean collection tray, safety grill. Clear any webbing in the area.

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- c) Replace any defective lamps.
- 2. Lamp Bulbs
 - a) All insecticutor bulbs are to be replaced March 1st of each year.
 - b) Insecticutor bulbs are to be replaced when defective.
 - c) Always use Shatter Proof Bulbs (as per SOP GM2-001).

5) Third Party Pest Contractor

- A. Contractor must be licensed by the appropriate agencies.
- B. Current Insurance certificate must be on file at all times.
- C. All MSDS Sheets must be supplied for all materials used to treat pests.

6) Treatment

Form PT2-001F5 must be completed **prior** to treatment. Treatment must be conducted according to all FDA, EPA, and government rules and regulations. Completed forms PT2-001F5 must be kept on file for two years after treatment.

Reference Documents:

- SOP PM0-001F1 Master Preventative Maintenance Schedule
- SOP GM2-001 Glass & Brittle Plastic Policy
- Third Party Contractor-Pest Control Manual

Revision History:

Revision	Date	Description of Change
E	24JUL14	Added clarity in treatment of interior stations, update floor plan. Remove form PT2-001F2 Rev B
F	20JUL15	Changed interior trap inspection frequency from twice a month to weekly
G	6JAN21	Adjusted procedure for services performed by ECO Lab

End SOP: SOP No: PT2-001 Title: Pest Control

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