

BODYBIO

SOP# 04-031.5	Standard Operating Procedure	Written/Revised by/Date: <i>Funell 11/24/25</i>
Effective Date: NOV 24 2025	Pest Control	Approved by/Date: <i>ofes 11/24/25</i>
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1.0 Purpose

- 1.1 To establish a consistent procedure for the prevention, monitoring, and control of pests to ensure a clean, safe, and sanitary environment in all BodyBio facilities.

2.0 Scope

- 2.1 This procedure applies to all areas of BodyBio's facilities, both interior and exterior, in order to prevent the contamination of components, raw materials, dietary supplements or contact surfaces.

3.0 Responsibility and Frequency

- 3.1 The Sanitation Technician or designee will escort the pest control company representative during inspections of BodyBio locations.
- 3.2 The Production and Facility Manager is responsible for ensuring that this procedure is being followed and will assist with any questions or concerns from the pest control company representative.
- 3.3 The Pest Control company shall be responsible for meeting the responsibilities and activities that are outlined in this procedure.
- 3.4 The Director of Quality is responsible for overseeing this program and approving any corrective action suggested or required by Western Pest Services.

4.0 References

- 4.1 21 CFR 111- Current Good Manufacturing Practice (cGMP) for Dietary Supplements.

5.0 Procedure

- 5.1 A pest control company must be contracted to maintain the integrity of the Pest Control Program that is currently employed.
- 5.1.1 Western Pest Control: Cape May Courthouse, 1131 Route 9 South, NJ (609) 465-9441 or (609) 463-0422.
- 5.1.2 Pest Control service is provided to all BodyBio facilities by an outside contractor.

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- 5.2 A qualified pest control employee will inspect BodyBio's offices once per month.
- 5.3 A qualified pest control employee will inspect BodyBio's facilities twice monthly (covering both the interior and exterior of each facility).
- 5.4 A qualified pest control employee will provide seasonal tick and mosquito services at BodyBio's facilities.
- 5.4.1 The seasonal services will be performed during the months of June, July, August, and September.
- 5.5 The pest control technician is responsible for setting up the layout of the traps in conformance with the following;
- 5.5.1 Tin Cats are to be placed in the interior and exterior of each facility. Each Tin Cat must be identifiable by a unique identification number and must be checked twice a month by a pest control technician.
- 5.5.2 Fly lights are to be placed in the interior of each facility at designated locations. Each fly light must be inspected twice a month by a pest control technician.
- 5.5.3 The exterior of the building is to be sprayed once a month in the summer and every other month the rest of the year by a pest control technician.
- 5.6 Any issues identified during the walk-through must be addressed with the Quality Department.
- 5.7 The Quality Department must review the final report of the visit and discuss any issues with the Quality Director.
- 5.8 Inspection reports will be kept in the pest control binders.
- 5.9 General housekeeping activities for prevention of pest activities include:
- 5.9.1 Windows and doors used for ventilation must have screens that are in good working order and free from holes.
- 5.9.2 All doors are to be well fitted to their respective opening.
- 5.9.3 Cracks and crevices are to be sealed to eliminate breeding areas for pests.



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- 5.9.4 Floor drains are to be constructed to prevent the entrance of rodents.
- 5.9.5 Exterior lights should not be mounted adjacent to doors.
- 5.9.6 Fly lights should be positioned to control pests inside the facility, but not attract them in the facility from the outside.
- 5.9.7 The ground and building are to be devoid of trash. Spills are to be cleaned up promptly.
- 5.9.8 Proper draining of storm water should avoid on-going standing water on the grounds, particularly against the building.
- 5.9.9 Storage areas should be well lit and arranged to facilitate inspection.
- 5.9.10 Storage areas and containers should be cleaned and sanitized, as needed, after being emptied and prior to re-use.
- 5.9.11 All trash containers should be emptied and cleaned in a timely and sanitary manner.
- 5.9.12 Personnel should be trained in good housekeeping techniques.
- 5.9.13 Eating and drinking is allowed only in offices and the cafeteria.

5.10 Detection of Pests

- 5.10.1 Warehouse areas should be inspected on a regular basis for insect and animal presence.
- 5.10.2 Trash containers should be routinely inspected for pests.
- 5.10.3 Any insect and/or animal activity found by employees should be reported to their supervisor and corrected.
 - 5.10.3.1 Notify the pest control company designated if it requires immediate attention.
 - 5.10.3.2 If an employee discovers a pest activity, they must first report it to their Supervisor or Manager.

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5.10.3.3 The employee discovering pest activity must report it to the Pest Control representative.

5.10.3.4 During the next scheduled visit, designated pest control representative will review the binder for service requests and address them immediately.

6.0 Pictures for Reference

6.1 Picture 1: Warehouse Floor Plan with Location of Traps (Reese)

6.2 Picture 2: Warehouse Floor Plan with Location of Traps (Driskill)

6.3 Picture 3: Warehouse Floor Plan with Location of Traps (Glen Ave)

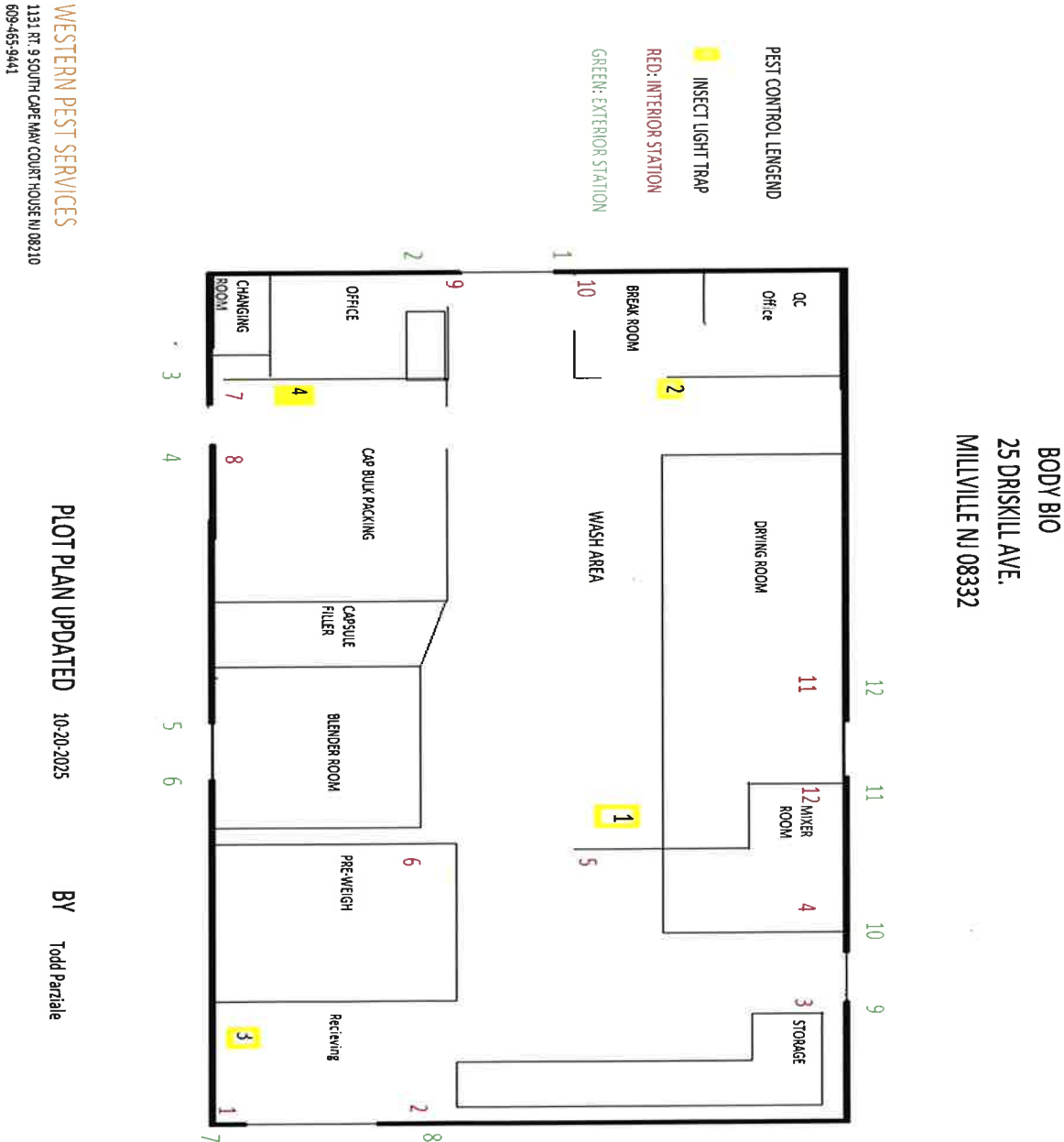
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Picture 1: Warehouse Floor Plan with Location of Traps (Reese)



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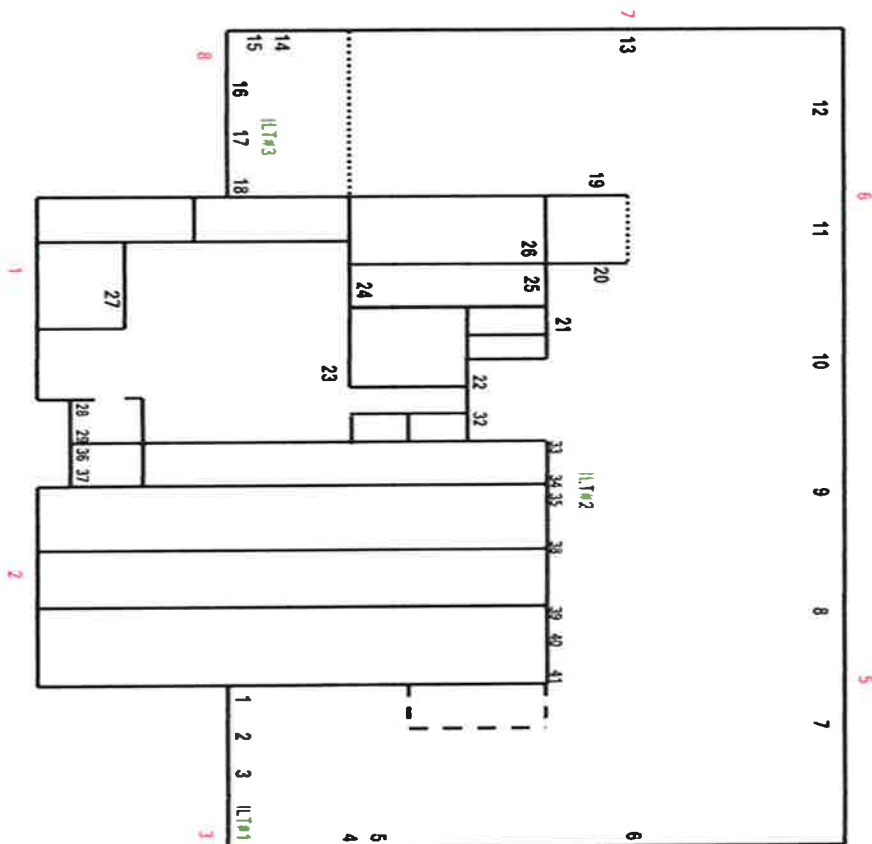
Picture 2: Warehouse Floor Plan with Location of Traps (Driskill)



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SOP# 04-031.5	Standard Operating Procedure	Written/Revised by/Date: <i>J. J. J. 11/24/25</i>
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Picture 3: Warehouse Floor Plan with Location of Traps (Glen Ave)



Body Bio
1262 Glen Ave.
Moorestown, NJ 08057

Black = Interior Mechanical Rodent Traps.
Green = Insect Light Traps.
Red = Exterior Rodent Bait Stations.

Western Pest Services
458 Rt 38 E
Maple Shade, NJ 08052

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Revision History

Date	Revision	Change Control	Comments
10/26/2010	0		New
04/24/2019	1		Updated format. Corrected spelling errors. Updated titles of management. Updated location of Western Pest binder.
11/01/2019	2		Added more responsibility parties. Corrected format. Changed the responsibility for service requests to any employee that finds activity.
11/04/2020	3		Updated titles of Management. Removed irrelevant reference.
02/18/2022	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.
NOV 24 2025	5	3231	- Updated the company logo. - Removed storage of pallets outside. - Removed BodyBio's facilities address. - Added maps of the different locations.