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	<b>Editor</b> Loni Banaszak	<b>Approval Date</b> 1/22/2021	
<b>Approved by:</b> Eli Kratzet			

**I. PURPOSE:**

This policy outlines the requirements for Integrated Pest Management Program related to the manufacturing, storage, and distribution of safe, quality food for Ascot Valley Foods LLC.

**II. SCOPE:**

To ensure consistent quality product and food safety to our customers the following policy has been established at the following locations

- Cuyahoga Falls, Ohio  
Personnel Responsible: All Maintenance Employees
- Minimize pest activity to an acceptable level in and around Ascot Valley Foods, LLC. facility.

**III. REFERENCES / EXHIBITS:**

- 11.2.4 Pest Prevention*
- 2.9 Training*

**IV. GENERAL CONTENT:**

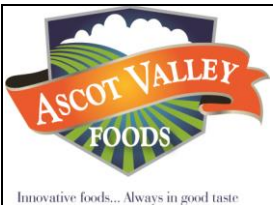
*Food products, raw materials, or packaging that are found to be contaminated by pest activity shall be effectively disposed of, source of pest infestation will be investigated immediately internally and externally by contracted Pest Control Provider. Records of Disposal, investigation and solution will be maintained (In Pest Control Providers Logbook)*

**INTEGRATED PEST MANAGEMENT (I.P.M)**

**Standard: I.P.M.**

**Pesticide Handlers:**

- All persons applying or handling pesticides on site are required to obtain certification from the Ohio Department of Agriculture.
- Pest control technicians working under the direct supervision of a pest control operator must meet minimum requirements specific to state law prior to handling or applying pesticides.

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- Pesticides are to be stored off site and access restricted to those trained to handle pesticides only.
- Pesticide storage areas are to be clearly identified and labeled.
- Appropriate spill containment must be in place if pesticides are stored on site.
- Pesticides, if used, must be applied according to the label instructions.
- All interior or exterior pesticide applications (other than baits) must receive pre-approval.

**MONITORING FREQUENCY:**

- Interior Trap Line: Tin cats: Bi-Weekly
- Interior ILT traps: Bi-Weekly
- Exterior Trap Line: Monthly
- Monthly Sanitation Report: Documented Weekly


**PREVENTION:**

**Action:**

- Annual crack and crevice inspections are to be conducted to identify and correct any potential harborage areas.
- Routine inspection frequency throughout the year to identify the presence of pests.
- IPM reports are to be generated quarterly to evaluated and determine trends and controls.
- Annual IPM Review: The entire program shall be evaluated for continuous improvement on an annual frequency.
- Damaged Equipment Reports: A report shall be reviewed on a monthly frequency to determine if equipment needs to be updated or replaced.
- Training: Staff shall receive annual training on those persons in their facility responsible pest control.

**CONTINUOUS IMPROVEMENT:**

1. Annual IPM Review: The entire I.P.M. program shall be evaluated for continuous improvement on an annual frequency.

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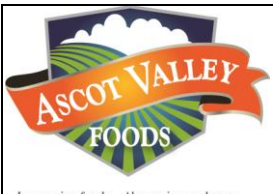
- Annual reviews will take into account new equipment, plant additions, environmental changes, incoming trailer inspection reports and internal audit records.

**ANNUAL CRACK AND CREVICE:**

**People assigned to conduct crack and crevice inspection must be trained prior to being assigned this task.**

- **TOOLS:** Note Pad, Flashlight, scrapper, bleach water solution and caulking gun.
- **Walls:**
  - Inspect for damaged block, missing mortar, cracks, holes, or missing expansion compound.
  - Gaps around door jams, under doors or windows.
  - Door Sweeps: Are they in place with no visible sign of light coming through.
  - Fill in voids using construction joint compound Sika Flex. (W.L. Tucker Supply, Cuyahoga Falls Ohio)
- **FLOORS:**
  - Identify cracks in floors, missing bricks, sealant around electrical conduits through floor. Submit damaged bricks to the maintenance department for scheduled repairs.
  - Clean out cracks on the floor with the bleach and water solution. Allow to dry and immediately seal.
- **CEILINGS:**
  - Roof leaks condensation, air units missing filters.
  - Report damage to the maintenance department so repairs can be scheduled.
- **ROOF:**
  - Missing air filters.
  - Damaged panels
  - Standing water inside air units.
  - Holes in roof
  - Standing water on roof

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- **EXTERIOR GROUNDS:**
  - Standing water
  - Potential food sources / Spills around compactors etc.
  - Changes in the environment / New buildings etc.
  
- **EQUIPMENT:**
  - Electrical seals missing on motors or electrical boxes.
  - Damaged electrical covers
  - Holes in framework of equipment
  - Poor sanitation design practices identified
  
- **SANITATION PRACTICES:**
  - Unsanitary conditions: Report potential unsanitary conditions.
  
- **MAPS:**
  - Maps shall be developed to identify the location and number of all pest equipment used within the facility.
  - Temporary maps will be developed and maintained on file for any additional control needed other than ordinary.
  
- **DOCUMENT RETENTION:**
  - Pest control activities shall be documented weekly and maintained for a period of 7 years.

**INTERIOR TRAP LINE:**

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**Tools: Flashlight, pen or scanner, gloves and particle respirator, disposable rags to clean the trap.**

- Automatic traps shall be placed along each side of entrance or overhead doors.
- Automatic traps shall be placed at 40-50 feet intervals.
- Traps are to be inspected weekly.

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- Trap and trap location shall be clearly identified.
- Traps are to be washed as needed.
- Traps are to be placed along all external walls.
- Traps can be placed along internal walls should the need arise.
- Glue boards may be used in conjunction with glue boards.
- Baits are not permitted to be used inside the facility.
- Punch cards or bar codes will be utilized to document inspections.
- Traps are to be replaced at the first sign of damage and recorded on the damage to equipment form.

**PHEROMONE TRAP LINE:**

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**Tools: Flashlight, trash bag when changing, pen or scanner.**

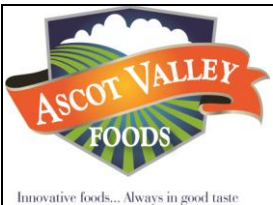
- If required raps are to be replaced on a monthly basis.
- Traps are to be inspected on a weekly basis.
- Pheromone traps are to be used to monitor sensitive ingredient storage areas
- Pheromone traps can also be used in those areas prone to the potential development or harborage of roaches. (Break rooms, wet wash areas, vending areas etc.)
- Respond to any roach sighting.

**INSECT LIGHT TRAPS:**

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**Tools: Flashlight, pen or scanner, trash bag, disposable rag to clean interior.**

- Light traps are to be located no closer than 15 feet from stored materials either packaging or raw materials.
- Non-electrical units or those utilizing glue boards can be utilized when you need controls closer than 15' from ingredients.
- ILT traps are to be inspected and cleaned on a weekly basis.
- Units are to be unplugged while servicing.
- Findings are to be recorded, Type of insect, amount of insects.
- ILT bulbs are required to be shatter proof and listed on the plants Glass and brittle plastics register.
- ILT bulbs are to be changed in April of every year just prior to warmer weather arriving.
- Insects are to be collected in plastic bag and discarded in the land fill compactor immediately after the inspection has been completed.

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#### **EXTERIOR BAIT STATIONS:**

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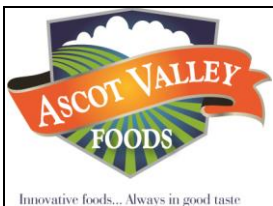
**Tools: Dust mask, gloves, pen or scanner, trash bag, spare snap traps, disposable towels to clean the trap.**

- Snap traps should be utilized inside each bait station initially to identify pest prior to implementing rodenticide.
- Rodenticide use may be restricted to seasonality based on activity around the exterior of the plant.
- Rodenticide cannot be placed out more than 100' from the main facility.
- Old rodenticide must be collected and discarded in the sanitary land fill container.
- Rodenticides are to be stored off site in a secured, clearly identified container.
- Exterior traps are to be inspected and cleaned on a monthly basis.
- Inspector must be able to distinguish between insect and rodent activity.
- Traps are to be replaced at the first sign of wear.
- If rodenticides are utilized the trap must be tamper resistant.
- The trap and its location must be clearly identified.
- Rodenticide usage is strictly prohibited around high traffic areas or within close proximity to schools or residential neighborhoods.

#### **BIRD CONTROL:**

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- Avicides are strictly prohibited.
- Bird controls will be based on sanitation and exclusion practices only.



**Pre-Requisite  
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Eli Kratzet

**V. REVISION HISTORY:**

REVISION NUMBER	REASON	DATE	BY WHOM
01	New format and new content, annual review	7/25/2016	MLB
02	Annual Review	7/11/2017	MLB
03	Annual Review	8/13/2018	MLB
04	Annual Review	1/16/2019	MLB
05	Annual Review	8/3/2020	JS
06	Updated to meet SQF 9.0 revision	1/21/2021	LB
07	Revised to add section VI. Review and Approval	1/22/2021	LB

**VI. REVIEW AND APPROVAL:**

Loni Banaszak

Quality Assurance Manager

1/22/2021