

Standard Operating Procedure (SOP): Pest Control and Prevention Measures

This SOP details **pest control and prevention measures**, covering identification of common pests, monitoring and inspection protocols, use of environmentally safe pesticides, implementation of integrated pest management (IPM) strategies, habitat modification to deter pests, proper storage and waste management to reduce pest attractants, employee training on pest recognition and reporting, and documentation of pest control activities. The goal is to minimize pest-related damage and ensure a safe, healthy environment through proactive and sustainable pest management practices.

1. Purpose

To establish effective procedures for the prevention, early detection, and control of pests within the facility, minimizing health risks and property damage.

2. Scope

This SOP applies to all facility staff, pest control contractors, and any personnel involved in facility maintenance, cleaning, or food handling.

3. Responsibilities

- **Facility Manager:** Ensures SOP implementation, reviews pest activity records, and coordinates pest control services.
- **Staff:** Monitors for and reports signs of pest activity, maintains cleanliness, and follows prevention protocols.
- **Pest Control Provider:** Conducts scheduled inspections, treatments, and provides technical guidance.

4. Identification of Common Pests

- Rodents (mice, rats)
- Insects (ants, cockroaches, flies, beetles, moths)
- Birds (pigeons, sparrows in certain cases)
- Other (spiders, stored product pests)

5. Monitoring and Inspection Protocols

- Weekly visual inspections of premises including food storage, waste areas, and entry points.
- Document findings and locations of pest activity or evidence (droppings, gnaw marks, nests, live/dead pests).
- Routine use of traps or monitoring devices, checked and recorded regularly.

6. Integrated Pest Management (IPM) Strategies

- Emphasize prevention, monitoring, and physical barriers over chemical control.
- Implement corrective actions based on threshold levels, using the safest, targeted methods.
- Use pesticides as a last resort, selecting products with low environmental impact.

7. Use of Environmentally Safe Pesticides

- Apply only approved, environmentally safe pesticides as per label instructions.
- Restrict application to authorized personnel and only in identified problem areas.
- Maintain Safety Data Sheets (SDS) for all chemicals used.

8. Habitat Modification and Pest Deterrence

- Seal cracks, holes, and entry points around doors, windows, and building perimeter.
- Maintain landscaping to prevent harborage.
- Ensure proper drainage and promptly repair leaks.

9. Storage and Waste Management

- Store food and raw materials in sealed containers off the floor.
- Practice FIFO (First In, First Out) for inventory.

- Remove waste daily; clean and sanitize bins frequently.
- Keep waste areas clean and bins covered at all times.

10. Employee Training

- Offer annual training sessions on pest identification, prevention, and reporting.
- Display pest reporting procedure on staff notice boards.

11. Documentation and Record Keeping

- Maintain a pest control log, including inspection dates, findings, corrective actions, and pesticide use.
- File training records and pest control provider reports.

12. Review and Continuous Improvement

- Annually review SOPs and pest control records to identify trends and improve strategies.
- Update SOPs as needed to reflect changes in regulations or emerging pest threats.

13. Sample Record Table

Date	Location	Pest Type	Finding	Corrective Action	Signature
2024-06-01	Food Storage	Rodent	Droppings observed	Traps reset, entry point sealed	J. Doe

End of SOP