

Standard Operating Procedure (SOP): Pest Control and Monitoring Practices

This SOP details **pest control and monitoring practices**, encompassing the identification of pest species, regular inspection schedules, use of environmentally safe control methods, implementation of integrated pest management strategies, proper chemical application and storage, record-keeping of pest occurrences and control measures, and training of personnel on pest prevention protocols. The primary goal is to minimize pest-related damage and ensure a healthy, sustainable environment.

1. Scope

This SOP applies to all facilities, grounds, and storage areas where pest control and monitoring are required to ensure environmental integrity and safety.

2. Responsibilities

- **Facilities Management:** Oversee pest control activities and coordinate inspections.
- **Designated Personnel:** Conduct monitoring, reporting, and implementation of pest prevention protocols.
- **Pest Control Contractors (if applicable):** Provide professional pest management services as required.

3. Procedure

1. Identification of Pest Species

- Identify common and emerging pest species relevant to the facility.
- Refer to pest identification guides and consult professionals when unsure.

2. Inspection and Monitoring

- Establish and adhere to regular inspection schedules (e.g., weekly, monthly).
- Log locations, findings, and conditions conducive to pest activity.
- Use monitoring devices (sticky traps, pheromone traps) as appropriate.

3. Control Methods

- Implement environmentally safe options: sanitation, proofing, exclusion, and mechanical traps.
- Use biological controls (if feasible) for target pests.

4. Integrated Pest Management (IPM)

- Combine multiple strategies to achieve long-term pest prevention with minimal chemical usage.
- Prioritize non-chemical methods and apply chemicals only when necessary.

5. Chemical Application and Storage

- Apply pesticides in accordance with manufacturer instructions and local regulations.
- Ensure chemicals are stored in clearly labeled, secure areas away from sensitive zones.
- Maintain up-to-date Safety Data Sheets (SDS) for all chemicals in use.

6. Record-Keeping

- Document all pest occurrences, inspection results, and actions taken.
- Maintain logs of chemical usage and storage inventory.

7. Personnel Training

- Train staff annually on pest identification, prevention, control measures, and reporting procedures.
- Maintain training records for auditing purposes.

4. Documentation

Record Type	Responsible Person	Retention Period
Pest Occurrence Log	Designated Personnel	2 years
Chemical Application Records	Facilities Manager	2 years
Inspection Reports	Facilities Manager	3 years
Personnel Training Records	HR / Supervisor	3 years

5. Review and Continuous Improvement

- This SOP should be reviewed annually or after any significant pest-related incident.
- Feedback and improvement suggestions should be collected from staff and relevant stakeholders.