

SOP Template: Pest Control and Facility Monitoring

This SOP outlines **pest control and facility monitoring** procedures, including identification and prevention of pest infestations, regular inspection schedules, use of safe and effective pest management techniques, maintenance of facility hygiene, monitoring environmental conditions, documentation of pest activity and control measures, and compliance with regulatory standards to ensure a clean and pest-free environment.

1. Purpose

To provide standardized procedures for identifying, preventing, and controlling pest infestations within the facility, ensuring hygiene and regulatory compliance.

2. Scope

This SOP applies to all areas and staff involved in facility maintenance, pest control, and environmental monitoring.

3. Responsibilities

- **Facility Manager:** Oversee overall pest control procedures and ensure compliance.
- **Pest Control Personnel:** Perform inspections, treatments, and document activities.
- **Staff:** Report signs of pest activity and maintain hygiene in respective areas.

4. Procedure

- 1. Identification and Reporting**
 - Conduct regular walkthrough inspections for signs of pest activity (droppings, nests, damage, etc.).
 - Report all suspected pest sightings or evidence immediately to management.
- 2. Prevention and Hygiene Maintenance**
 - Keep all areas clean and free from food debris and organic waste.
 - Seal cracks, holes, and entry points.
 - Store food and waste in sealed, pest-proof containers.
- 3. Pest Monitoring and Control Methods**
 - Place and monitor traps and bait stations at strategic points.
 - Use approved pesticides in accordance with label instructions and safety guidelines.
 - Record all applications and maintenance schedules.
- 4. Environmental Monitoring**
 - Monitor temperature, humidity, and moisture levels regularly, addressing any anomalies.
 - Correct leaks or condensation issues promptly.
- 5. Documentation and Records**
 - Maintain a log of pest sightings, control actions, inspection results, and follow-up measures.
- 6. Compliance and Review**
 - Ensure all pest control activities comply with local regulations and industry standards.
 - Review and update SOP annually or after significant procedural/regulatory changes.

5. Inspection Schedule

Area	Frequency	Responsible
Storage Rooms	Weekly	Pest Control Personnel
Production Areas	Twice Weekly	Pest Control Personnel
Facility Perimeter	Weekly	Facility Maintenance
Waste Disposal Areas	Daily	Staff / Janitorial

6. Documentation

- Pest Inspection and Monitoring Log
- Pest Control Application and Treatment Records
- Annual SOP Review Checklist

7. References

- Local and national pest control regulations
- Industry best practices for pest management

8. Revision History

Date	Version	Description	Approved By
2024-06-07	1.0	Initial draft	Facility Manager