

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

1. Purpose

This SOP defines **pest control measures and documentation** procedures, including identification of pest types, selection and application of appropriate pest control methods, safety protocols for handling pesticides, monitoring and evaluation of pest control effectiveness, regular inspection schedules, and accurate documentation of all pest control activities. The objective is to maintain a pest-free environment while ensuring compliance with health and safety regulations and minimizing environmental impact.

2. Scope

This SOP applies to all facility areas, grounds, and personnel responsible for pest management and control.

3. Responsibilities

- **Pest Control Team:** Implement control measures, conduct inspections, maintain records.
- **Facility Manager:** Ensure compliance, schedule inspections, oversee documentation.
- **All Staff:** Report signs of pest infestation promptly.

4. Procedure

1. **Identification of Pests**
 - Conduct routine site assessments to determine pest types (rodents, insects, birds, etc.).
 - Document species, location, and extent of infestation.
2. **Selection of Pest Control Methods**
 - Evaluate control options (physical traps, biological, chemical, or mechanical methods).
 - Choose methods based on efficacy, safety, and environmental impact.
3. **Application of Control Measures**
 - Follow manufacturer's instructions and facility protocols for pest control agents.
 - Apply treatments during designated times to minimize exposure to occupants.
4. **Safety Protocols**
 - Wear appropriate Personal Protective Equipment (PPE).
 - Ensure safe storage and handling of pesticides/chemicals.
 - Comply with regulatory guidelines for use and disposal.
5. **Monitoring and Evaluation**
 - Inspect treated areas regularly for effectiveness.
 - Adjust control strategies as necessary based on monitoring data.
6. **Inspection Schedule**
 - Institute weekly/monthly inspections as per risk assessment.
 - Increase frequency if pests are detected.
7. **Documentation**
 - Log all pest sightings, actions taken, pesticides used, and outcomes.
 - Maintain inspection and treatment records for audit and compliance.

5. Documentation Records

Date	Area	Pest Observed	Method Applied	Pesticide/Chemical Used	Effectiveness	Personnel	Notes/Follow-up
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YYYY-MM-DD	Warehouse	Rodent droppings	Traps	N/A	Resolved	John Doe	Monitor weekly
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6. Review and Update

This SOP must be reviewed annually, or sooner if there are significant changes in regulations, pest activity, or pest control methods.

7. References

- Local and national health and safety regulations
- Pesticide manufacturer instructions
- Internal pest control policies