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|  <p>SMALL SCALE<br/>FOOD PROCESSOR<br/>ASSOCIATION</p> <p>SUPPORTS INDEPENDENT<br/>FOOD PROCESSORS &amp; GROWERS</p> | <p>Document No: HUB.S.SOP.56<br/>Effective Date: 01-August 2022<br/>Revision Date: New</p> |
| <p><b>Pest Management Program SOP</b></p>   | <p>Revised By: MDaskis<br/>Approved By: NRoss<br/>Reason for Revision: New</p>             |

## OBJECTIVE:

This SOP outlines the procedure for preventing entry of pests, identifying if pests gain entry and eliminating pests from the facility. Pests can also carry diseases thus ensuring they are not attracted to the HUB facility will ensure the safety of all.

## SCOPE:

This SOP is read by all HUB Users and HUB Owners. Pest Management is the responsibility of everyone in the Food HUB. Ensuring the interior and exterior are free of any pest attractants, such as food, garbage, empty packaging, soda cans, and high grass will ensure that rodents, flying and crawling insects, and other pests do not inhabit the grounds. Ensuring doors and windows are kept closed and any shipments and received foods and packaging are quickly moved into the interior of the facility. Any spills that occur outside must be cleaned immediately.

## DEFINITIONS:

**Pests:** Rodents (mice rats), spiders and other crawling bugs, flying insects (moths, bees, beetles, etc.)

**Pest Control Contactor:** This person is a professional, who is knowledgeable and qualified to handle chemicals, rodent bait, and to set up specific physical plans, Pest Control Map, inside and outside of a food manufacturing facility. HUB Users are **never** to handle or touch any pest control device or any materials that are contained inside the various traps. If and when any material is exposed or has become separated from the Pest Control Device, contact the HUB Management immediately. The HUB Management will contact the Pest Control Contractor for immediate removal or secure the physical area to prevent the further disintegration of the material.


**Pest Control Map:** A diagram, similar to the plant schematic that shows the location of pest control devices. It is a mandatory part of the HUB pest control program.

**Pest Control Device:** An instrument that is used to destroy, repel, trap or mitigate pests such as insects, rodents and birds. Examples include bait stations, fly lights, mechanical traps and insect glue strips.

**Applicators License:** Only a trained and certified person may use pesticides. Certification is a requirement of the BC Pest Management Regulations.

## PROCEDURE:

1. HUB Owner will work with outside pest control contractor to determine needs. The contractor will be used by the facility for routine inspection and to resolve pest issues as needed (e.g., fruit fly season, pests carried in by raw materials).


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2. Pest control contractor will provide a Pest Control Binder. An electronic version is insufficient for the HUB Users and HUB Management. The binder includes a map of devices (Pest Control Map), copies of applicators license, Work Safe BC clearance letter, insurance, and SDS for chemicals used.
3. All devices used are numbered and identified on pest control map. Devices used at facility may include
  - a. Mechanical Traps
  - b. Exterior bait station
  - c. Insect monitor
  - d. Fly light
  - e. other associated approved items (e.g., glue boards)
4. A service report is provided to HUB owner after each visit. The service report describes the activity at each pest control device. The HUB owner reviews and signs the report and summarizes activity on the Pest Control Trend Analysis. Any identified item non conformances must be addressed immediately and recorded on the trend analysis report.
5. Pest control devices are identified in facility with a sticker on wall.
6. Pest control is a shared responsibility.
  - a. Devices must not be moved from locations identified on map. At least once per week, HUB sanitation crew shall follow pest control map and confirm devices are not damaged and are in correct location. Observations are recorded on the pest control monitoring form.
  - b. All users of HUB must be aware of locations and routinely observe locations to ensure they are not moved or damaged. If rodent or pest activity is observed then HUB owner must be advised immediately to contact the Pest Control Contractor.
7. HUB Owner must establish a frequency of inspection of every bait station and mechanical trap to ensure they are not damaged or in incorrect spot. Observations are recorded on the pest control monitoring form.
8. There is no interior or exterior use of insecticide, herbicide, fungicide or miticide. If needed, these chemicals must be applied by the licensed contractor who will establish acceptable protocol.
9. HUB owner will follow pest control service provider during visit every 4 months to discuss need for modifications of pest management program.

**DEVIATION PROCEDURE:**

1. After visit from pest control service provider (contractor) the report should be reviewed and signed by HUB owner. Review observations and recommendations with HUB users as needed. Update findings on pest control trend analysis record. Compare to previous visit and complete Initial recommendations that have been completed. Review findings with pest control service provider and determine why pest activity not found during their visit.
2. Update binder if service provider licenses have expired.
3. Request contractor to update map if type, location, or number if pest control devices change
4. Request pest control service company to replace or repair devices as needed

**RECORDS AND RELATED DOCUMENTS**

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- HUB.S.REC.64 \_ Pest Control Binder
- HUB.S.REC.61 \_ Pest Control Trend Analysis
- HUB.S.REC.63 \_ Pest Control Monitoring Record
- HUB.S.REC.76 \_ Pest Control Service Map & Report

**REVIEW:**

This SOP should be reviewed when changes occur and/or at least annually.