MIDWEST SERVICE WAREHOUSE

PEST CONTROL WORK INSTRUCTION

1 PURPOSE

This procedure defines the specific requirements which eliminate or minimize exposure to pest infestation.

2 SCOPE

This procedure applies to the Midwest Service Warehouse, 1300 Schendley Place, Greendale, Indiana.

3 DEFINITIONS

3.1 Operations Area (Controlled)

Includes any production or support areas operating under precise environmental control, where product or compounds are exposed, or where pest control activity of choice may impact product or component quality or efficacy.

3.2 Operations Area (Uncontrolled)

Includes all external building perimeter, administrative areas and common areas. These represent areas where the pest control activity of choice will not impact product quality or efficacy of products or components.

3.3 Pest Control (Active)

Use of chemical, mechanical or other activities to eliminate an existing infestation or threat of infestation.

3.4 Pest Control (Passive)

Use of bait boxes, traps, pre-emergent type chemical treatment, electronic insect traps, etc. This type activity is aimed at prevention of infestation.

4 WORK INSTRUCTION

Equipment and Area Inspection Procedure

4.1 Arrival

4.1.1 Check in with on-site contact person upon arrival

4.1.2 Pick up visitor's badge (as required)

4.1.3 Sign in on visitor’s log

4.1.4 Wear all required protective equipment (hair net, ear plugs, protective glasses, bump hat.

4.1.5 Remove all jewelry and items in shirt pockets

4.2 Begin inspections

4.2.1 Get last visit’s *Pest Sighting* log from contact person.

4.2.2 Make copy on office copying machine

4.2.3 Make new entries on copy of log

4.3 Rodent Equipment Inspections

4.3.1 Exterior rodent stations

4.3.1.1 Unlock rodent station

4.3.1.2 Inspect bait

4.3.1.2.1 activity

4.3.1.2.2 freshness.

4.3.1.3 Replace "old" bait with "new"

4.3.1.3.1 if bait shows signs of rodent feeding activity

4.3.1.3.2 if bait shows signs of deterioration due to age or weather

4.3.1.4 Place "old" bait in plastic bag for proper disposal off-site

4.3.1.5 Clean interior tray of station using fresh cleaning cloth and dispose of cloth off-site.

4.3.1.6 Scan bar code to create date stamp on electronic log

4.3.1.7 Report station findings or conditions

4.3.1.7.1 rodent droppings

4.3.1.7.2 feeding activity

4.3.1.7.3 inaccessible

4.3.1.7.4 missing

4.3.1.7.5 no activity

4.3.1.7.6 damage

4.3.1.7.7 removed station.

4.3.1.8 Re-lock bait station and check to verify that station is properly secured to ground position.

4.3.2 Interior Rodent Trap Inspections

4.3.2.1 Verify proper placement of equipment according to *Interior Rodent Control Placements* map.

4.3.2.2 Inspect trap

4.3.2.3 Scan bar code to create date stamp on electronic log

4.3.2.4 Report activity

4.3.2.4.1 mouse droppings

4.3.2.4.2 number mice caught

4.3.2.4.3 rat droppings

4.3.2.4.4 number rats caught

4.3.2.4.5 inaccessible traps

4.3.2.4.6 missing traps

4.3.2.4.7 no activity

4.3.2.4.8 damaged traps

4.3.2.4.9 replaced traps

4.3.2.4.10 snap traps

4.3.2.4.11 removed traps

4.3.2.5 Clean trap interior with fresh wipe cloth and dispose of cloth off-site

4.3.2.6 Replace dirty glue boards (if trap is fitted with glue board and if glue board is dirty)

4.3.2.7 Remove any captured rodent(s), place in plastic bag for proper disposal off-site

4.4 Insect Activity Inspections and Treatments (non-controlled areas)

4.4.1 Upon arrival, question personnel in immediate area of any pest sightings.

4.4.2 If sightings noted, thoroughly inspect all equipment for evidence of insect activity.

4.4.3 Report all insect activity found on *Findings and Recommendations* electronic report.

4.4.4 Treat infested areas using only pesticides shown *on List of Approved Pesticides* form.

4.4.4.1 All pesticides used must be noted on *Insecticide Application Record*

4.4.5 If no sightings noted, conduct thorough inspection of areas most likely to harbor insects.

4.5 Responding to Pest Sightings (Controlled Areas)

4.5.1 Question personnel in immediate area of pest sighting(s)

4.5.2 Inspect area for evidence of pest activity

4.5.3 Inspect area to determine point of pest entry

4.5.3.1 Report deficient pest barriers

4.6 *Findings and Recommendations* Report

4.6.1 Enter any findings that may negatively affect pest management program.

4.6.2 Provide any recommendations that may positively affect pest managmenet program

4.7 Complete Inspection and /or Treatment of Facilities:

4.7.1 Sign and date report

4.7.2 Transmit completed electronic report

4.7.3 Print out copy of completed logwork

4.8 Departure

4.8.1 Turn in visitor's badge before leaving premises.

4.8.2 Sign out on visitor’s log