

Standard Operating Procedure

Pest Control

Issued on: [DATE]

Issued by: [NAME]

Version No: [NUMBER]

Revised on: [NEW DATE]

Supersedes: [PRIOR NUMBER]

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Objective:	To prevent pest entry and pest harborage all areas of food facility or warehouse.
Personnel Scope:	Warehouse manager or designated employee
Frequency:	Weekly and monthly
Materials:	Pest Control Log, pen, gloves, traps
Procedures:	<ol style="list-style-type: none"> 1. Traps are installed in the following locations within the warehouse for the purposes of monitoring for insects and rodents: <i>[Specify location(s)]</i>. 2. On a weekly basis, the designated employee will conduct an inspection of all traps and document status/findings in the <i>Pest Control Log</i> with date, trap location and initial. 3. Any pests or insects caught in traps are immediately disposed of outside the warehouse and traps are reset or replaced as needed. 4. All employees must report all pest sightings to the Warehouse Manager immediately. 5. Outside companies under contract for pest control services will provide a log of findings and actions taken on a monthly basis.
Monitoring:	<ol style="list-style-type: none"> 1. On a weekly basis, trap status will be documented in the <i>Pest Control Log</i> with date, trap location and initial of employee conducting inspection. 2. Any pest sightings by employees will be documented in the <i>Pest Control Log</i>. 3. Licenses, permits and agreements from outside pest companies will be kept on file in the office filing cabinet.
Corrective Action:	<ol style="list-style-type: none"> 1. Products affected by compliance failure with the above procedures will be discarded. 2. In the event that affected products have already left the warehouse, recall actions will be considered. 3. Any affected equipment or areas will be cleaned and sanitized. 4. Compliance failure will trigger staff retraining.

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Verification:	<ol style="list-style-type: none"> 1. On a monthly basis, General Manager will review and initial all <i>Pest Control Logs</i> and inspection records (internal or from outside companies). 2. If corrective actions occur, supervisor will review the corrective action steps within 7 days and revise as needed.
Record-keeping:	Hard-copies of logs and documentation will be stored in office filing cabinet.

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