

<i>HACCP</i> Europa.com	<b>QUALITY SYSTEMS MANUAL</b>	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	<b>Pest Control Management</b>	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
		<i>Page: 1 of 3</i>	

**PURPOSE:** To ensure that pests are controlled in the operation, including the use of a licensed pest control operator (PCO); to prevent contamination of food from pest.

**RESPONSIBILITY:** It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements. It is management responsibility to ensure that an effective plan for pest control will be in place and includes:

- Elimination of harbourage and attractant areas.
- Exclusion. All openings (doors, windows, ventilators) must be filled with fly protection
- Extermination. Company ..... is hired for extermination of rodents.

If external contractor is not involved in extermination of rodents the following must be implemented.

**INSTRUCTIONS:**

1. Presence of rodents, insects and other animals on the premises is not allowed in any area of the processing plant.

2. Employees will use an integrated pest management program (IPM) using the following steps:

3. Denying access to pests

- Use reputable suppliers for all deliveries.
- Check all deliveries before they enter the site.
- Refuse shipments that have signs of pest infestation.
- Keep all exterior openings closed tightly. Check doors for proper fit as part of the regular cleaning schedule.
- Report any signs of pests to the manager.
- Report any openings, cracks, broken seals or other opportunities for pest infestation to the manager.

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		<i>Page: 2 of 3</i>	

#### 4. Deny pests food, water, and a hiding or nesting place

- Dispose of garbage quickly and correctly. Keep garbage containers clean, in good condition, and tightly covered in all areas (indoor and outdoor). Clean up spills around garbage containers immediately. Wash, rinse, and sanitize containers regularly.
- Store recyclables in clean, pest-proof containers away from your building.
- Store all food and supplies as quickly as possible.
  1. Keep all food and supplies at least six inches off the floor and six inches away from walls.
  2. Refrigerate foods such as powdered milk, cocoa, and nuts after opening. These foods attract insects, but most insects become inactive at temperatures below 5°C.
  3. Use FIFO (First In First Out), so pests do not have time to settle into these products and breed.
- Clean and sanitize the facility thoroughly. Careful cleaning eliminates the food supply, destroys insect eggs, and reduces the number of places pests can safely take shelter.

#### 5. Using and Storing Pesticides

The PCO should decide if and when pesticides should be used in your establishment. PCOs are trained to determine the best pesticide for each pest, and how and where to apply it. The PCO should store and dispose of all pesticides used in your facility.

If any pesticides are stored, follow these guidelines:

- Keep pesticides in their original containers.
- Store pesticides in locked cabinets away from food-storage and food-preparation areas.
- Store aerosol or pressurized spray cans in a cool place – exposure to temperatures higher than 50°C could cause them to explode.
- Check local regulations before disposing of pesticides – many are considered hazardous waste.
- Dispose of empty containers according to manufacturers' directions and local regulations.
- Keep a copy of the corresponding Material Safety Data Sheets (MSDS) on the premises.

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		<i>Page: 3 of 3</i>	

6. The manager will:

- Supervise daily cleaning routines.
- Monitor completion of all cleaning tasks daily against the master cleaning schedule.
- Review and change the master schedule every time there is a change in menu, procedures, or equipment.
- Request employee input in the program during staff meetings.
- Conduct routine inspections.
- Review infestation and control issues with PCO, take necessary steps to controlling and/or eliminating pests.
- Follow-up with staff's observations and PCO as necessary.
- File PCO / IPM records with HACCP records.

**MONITORING:**

1. The manager will inspect visually plant for presence or trace of pests (droppings), attractant areas, exclusion arrangements (screening of openings, windows etc.) and of rodent traps daily

**CORRECTIVE ACTION:**

1. Immediate repair of defect screenings, removal of attractant areas.

**VERIFICATION AND RECORD KEEPING:**

1. The manager will verify that employees are following this SOP by visually observing the employees during all hours of operation.
2. The manager will complete the Food Safety Checklist daily.

**RECORDS APPLIED TO THIS PROCEDURE:**

- Food Safety Checklist

**DOCUMENTATION RETENTION:**

The records applied to this procedure are to be kept on file for a minimum of 3 years.