

Developing the Pest Control Prerequisite Program

Pest Control Log					
ABC Retail Store - Meat Department					
Rodent Traps					
Traps contain no mice	Yes	No	If "No" indicate # of mice found		
Trap (1)	<input type="checkbox"/>	<input type="checkbox"/>	1		
Trap (2)	<input type="checkbox"/>	<input type="checkbox"/>	2		
Trap (3)	<input type="checkbox"/>	<input type="checkbox"/>	3		
Insect Stations					
Flies contained only small numbers of insects	Yes	No	If "No" indicate amount of insects observed		
Station (A)	<input type="checkbox"/>	<input type="checkbox"/>	Medium	Large	Very Large
Station (B)	<input type="checkbox"/>	<input type="checkbox"/>	Medium	Large	Very Large
Station (C)	<input type="checkbox"/>	<input type="checkbox"/>	Medium	Large	Very Large
Actions Taken					
<input type="checkbox"/> Any pests and/or droppings were present they were removed as outlined in the Pest Control Procedures Form	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Any damaged or faulty pest control devices were replaced or repaired. If repaired, more bait/chemical was added and baits or other components changed as needed.	<input type="checkbox"/>	<input type="checkbox"/>			
Indicate which devices: <input type="checkbox"/> Station A <input type="checkbox"/> Station B <input type="checkbox"/> Station C All devices were positional as shown on the Pest Control Devices Map	<input type="checkbox"/>	<input type="checkbox"/>			
There has been no high levels or repeated occurrences of pest activity observed? If "NO" describe measures which were taken to enhance pest control under "corrective action" on this form.	<input type="checkbox"/>	<input type="checkbox"/>			
Describe Corrective Action Taken (for any "No" response recorded above)					
Describe corrective action taken when any traps, individual stations, baits, or traps were found faulty and in need of repair.					
Completion of Corrective Action Verified by: <input type="checkbox"/> J. Smith <input type="checkbox"/> P. Jones					
Date: 10/10/2010	Form Completed by: J. Smith				
Date: 10/10/2010	Form Verified by: J. Smith				

See page 39.

To develop the pest control prerequisite program follow the steps outlined below.

1. Assemble a Team – To design an effective program you should bring together a team of knowledgeable individuals including:

- All individuals involved in pest control
- Specialists in insect and rodent control from pest control companies

You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.

2. Develop the Pest Control Written Program – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of pest control activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.

3. Produce supporting records – A number of records are required which provide additional information related to pest control activities. These are listed below:

- Pest Control Procedures Form
- Pest Control Devices Map
- Approved Chemicals and Authorized Handlers List
- Chemical Storage Map

4. Create a Pest Control Log – A pest control log documents that the requirements set out in the written program have been satisfied.

5. Perform a Semi-Annual Review – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and are functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).



The example written program and forms can be downloaded at www.goodretailpractices.net

Pest Control Written Program

example

PROCEDURES AND POLICIES

Pest Control Procedures

- All pest control procedures are outlined on the *Pest Control Procedures Form* including person responsible, frequency, procedure, and equipment or chemicals used.
- All Pest Control devices will be located as indicated in the *Pest Control Devices Map*

Chemical Storage

- All chemicals for pest control are to be stored in well ventilated areas in the original labeled container.
- If chemicals are temporarily placed in other containers they are to be clearly labeled to avoid mixing with incompatible chemicals.
- Chemical storage areas are indicated in the *Chemical Storage Map* and are separate from food preparation and storage areas.

Chemical Selection and Handlers

- All pest control chemicals are approved by the Canadian Food Inspection Agency for use in food establishments.
- *Material Safety and Data (MSDS) sheets* are kept on-site for all chemicals used in pest control activities.
- All chemicals utilized for pest control are noted on the *Approved Chemicals and Authorized Handlers List*.
- Individuals applying or mixing chemicals are trained by qualified personnel and are listed on the *Approved Chemicals and Authorized Handlers List*.

Pest Control Written Program *(continued)*

example

PROCEDURES AND POLICIES

Control of Pest Access and Habitats

- All wet garbage must be contained and covered. Screens on windows will be maintained and doors closed whenever possible. Drain areas will be kept clean. These items will be checked on a daily basis and recorded on the *Preoperational Inspection Report* as part of the *Premises Written Program*.
- The exterior of the building will be checked for pest habitats and/or openings for pests as outlined in the *Premises Written Program*.

Protection of Food from Pest Control Activities

- UV lamp based devices which electrocute flies or other insects will be located at least 2 metres (6 feet) from food handling areas and be equipped with an escape resistant trap. These devices will be positioned to avoid close eye level proximity to workers.
- Adhesive devices are installed so that insect fragments will not fall on food or food contact areas.
- Mouse traps are not placed on food contact surfaces and are emptied as outlined in the *Pest Control Procedures Form*.

Training of Personnel

All individuals performing pest control activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Pest Control Written Program* and the *Pest Control Procedures Forms* (for the areas they are responsible for) at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Pest Control Program* and any corrective action required will be recorded on the *Pest Control Log* by the individual designated by the supervisor each day.

Pest Control Procedures Form

The Pest Control Procedures Form describes how and when pest control procedures should be performed so that food safety issues do not arise from pests and/or pest control activities. The form should be kept current at all times and used in the training of all pest control personnel.

example

Pest Control Procedures Form

ABC Retail Store - Meat Department	
Rodent Control	
Responsible Person(s)	<i>Joe Smith</i>
Names and Concentrations of rodenticides and any equipment used.	<ul style="list-style-type: none"> -TIN CAT* Repeating Mouse Traps: Model M310, M313 -Bleach solution (for cleanup only) -Dust Mask/Gloves
Procedures for rodenticide application, use of traps and disposal of pests.	<ol style="list-style-type: none"> 1. Place trap lengthwise against wall or object with entrance holes nearest to that surface. 2. Use peanut butter or other typical mouse bait in the inside chamber to attract mice. 3. If mice are found the trap is immersed in a pail of water containing 50ml bleach per 8L of water. The pail used is for this purpose only and never used within the store. The mouse is thrown away in a garbage container outside the store. When checking for traps and disposing of mice gloves and a dust mask is worn to prevent inhalation of dust (Hanta Virus). 4. If mouse droppings are found they are sprayed with bleach solution and then removed after allowing the bleach to sit for at least one minute. A dust mask and gloves must be worn.
Frequency	<i>Daily</i>
Insect Control	
Responsible Person(s)	
Names and Concentrations of Insecticides and/or equipment used.	
Procedures for insecticide application, use of insect control devices and disposal of pests.	
Frequency	

Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

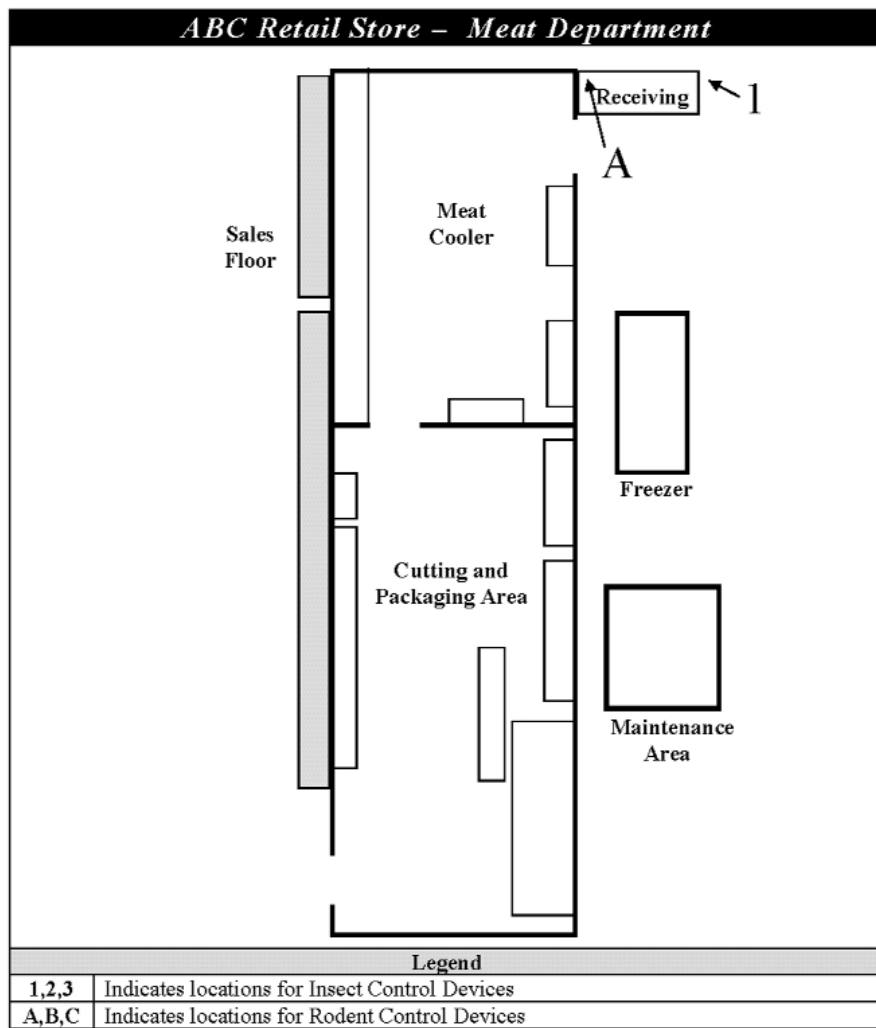
Form Verified by *Mike Andrews*

Pest Control Devices Map

The Pest Control Devices Map indicates where all devices should be placed to ensure effective pest control. The map should be kept current at all times.

example

Pest Control Devices Map



Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

Form Verified by *Mike Andrews*

Approved Chemicals and Authorized Handlers List

The Approved Chemicals and Authorized Handlers List makes certain the chemicals used are appropriate for food production environments and that individuals using chemicals are trained. The form should be kept current at all times.

example

Approved Chemicals and Authorized Handlers List

<i>ABC Retail Store - Meat Department</i>				
Pest Control Chemicals				
Chemical Name	Manufacturer	CFIA Approval Code	Authorized/Licensed Handlers	Approved Use
<i>Malathion 50E emulsifiable liquid insecticide</i>	<i>Ditchling Corp. Ltd., Cobourg, ON, M3C 2S7</i>	<i>9975</i>	<i>Joe Smith</i>	<i>Insecticide</i>

The CFIA Reference Listing of *Accepted Construction Materials, Packaging Materials and Non-Food Chemical Products* can be viewed online at www.inspection.gc.ca

Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

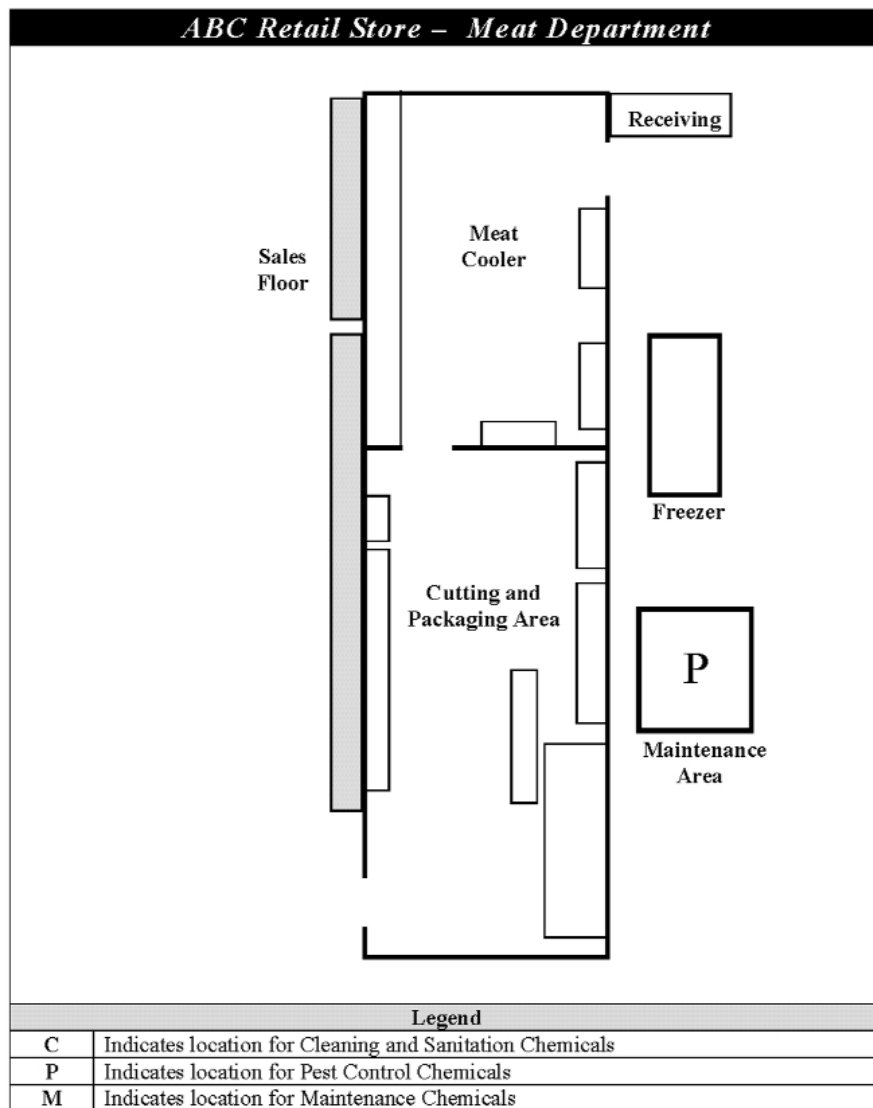
Form Verified by *Mike Andrews*

Chemical Storage Map

The Chemical Storage Map ensures that stored chemicals are kept away from food products so that chemical contamination can not occur. The map should be kept current at all times.

example

Chemical Storage Map



Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

Form Verified by *Mike Andrews*

Pest Control Log

The Pest Control Log documents that procedures outlined in the Pest Control Procedures Form are followed. This log should be completely daily.

example

Pest Control Log

<i>ABC Retail Store - Meat Department</i>				
Rodent Traps	Yes	No	If "No" indicate # of mice found	
Trap contains no mice				
Trap (1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	#	_____
Trap (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	#	_____
Trap (3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	#	_____
Insect Stations	Yes	No	If "No" indicate amount of insects observed	
Device contained only small numbers of insects				
Station (A)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Moderate <input type="checkbox"/>	Large <input type="checkbox"/> Very Large <input type="checkbox"/>
Station (B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Moderate <input type="checkbox"/>	Large <input type="checkbox"/> Very Large <input type="checkbox"/>
Station (C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moderate <input type="checkbox"/>	Large <input type="checkbox"/> Very Large <input checked="" type="checkbox"/>
Actions Taken			Yes	No
If any pests and/or droppings were present they were removed as outlined in the <u>Pest Control Procedures Form</u>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any damaged or faulty pest control devices were replaced or repaired. If required more bait/chemical was added and bulbs or other components changed as needed.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Indicate which Device(s) <u>Station A - changed bulb</u>				
<i>Pest Control Device MAP code</i>				
All devices were positioned as shown on the <u>Pest Control Devices Map</u>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
There has been no high levels or repeated occurrences of pest activity observed ?				
If "NO" describe measures which were taken to enhanced pest control under "corrective action" on this form.			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describe Corrective Action Taken (for any "No" response recorded above)				
<i>Outside garbage bins were left open, instructed sanitation personnel to ensure they were closed when not in use.</i>				
Completion of Corrective Action Verified by <u>Mike Andrews</u> Date <u>August 27/2003</u> <i>signature</i>				

Date August 27/2003

Form Completed by Joe Smith

Date Sept 1/2003

Form Verified by Mike Andrews