

# DOCUMENTATION

# CHECKLIST FOR

# FOOD PROCESSORS

Navigating the Maze of Pest Management Documentation



PEST CONTROL DOWN TO A SCIENCE.®

**Whether it's forgetting to bring your pencil to an exam or entering a job interview with zero knowledge of the company, being unprepared not only causes stress — it can cause lasting damage to your reputation.**

This also applies to how facility managers run their food processing facilities: how you keep track of the pest control measures implemented in and around your building can affect the overall credibility of your business. After all, a substantial chunk of an audit score — up to 20 percent — is related to pest control. And you want your facility to receive the best grade, not a pesky failing grade.

Auditors are looking for more than just a few traps and a fly light to help keep pests at bay. They look for an Integrated Pest Management (IPM) plan, trend reports and records of everything your team is doing to prevent pests. Documentation is perhaps the most critical part of a strong IPM program because it ensures your efforts are captured, organized and available when the auditor arrives.

So, what exactly do you need to keep on hand for that upcoming (or unannounced!) audit? It can be tough to prioritize which pest management documents are most important and which are simply taking up space.

Lucky for you, we've developed the document of documents to keep on hand if an auditor "pops in" for a "quick chat."

# GENERAL DOCUMENTATION

First, you'll need a copy of your facility's **written IPM program** based on the **annual facility assessment** and **risk assessment**.

Your written IPM program should be implemented by trained in-house employees or by registered, trained or licensed contractors. The requirements of the facility's food safety and food security programs as they may relate to pest management should be included. The plan should have been updated within the past 12 months and signed by all parties involved.

You should also have documentation of a comprehensive annual facility assessment conducted by an internally or externally trained IPM expert on file. This assessment should include evaluation of all areas inside and outside the facility, as well as corrective actions taken (or planning to be implemented) to update the IPM program.

If your facility contracts with an external IPM provider, a **signed contract** and scope of service should be on file. The contract should include:

- Facility contact person(s)
- Frequency of services
- Description of contracted services and how they will be completed
- Term of the contract
- Equipment and material storage specifications (when applicable)
- List of approved chemicals
- Emergency call procedures (when, why, whom to call)
- Service records to be maintained
- Requirements to notify facility of any changes in service

## **DON'T FORGET:**

These are dynamic documents that should evolve as you keep improving your IPM program. After a written IPM program and signed contract are in place, it is important to update the documents if any changes in service or materials occur.

# PROOF OF TRAINING & CERTIFICATION DOCUMENTATION

When it comes to training and certification, your facility should maintain:

- **Verification of annual GMP training** for anyone responsible for providing pest management services
- **A current copy of the pest management company license** issued by the appropriate government body
- **A current copy of the pest management provider's certificate of insurance** that specifies the liability coverage

## DON'T FORGET:

Be sure that proof of training is on file. This is an easy one to miss.

# PESTICIDE DOCUMENTATION

**Safety Data Sheets (SDS)** and **pesticide specimen labels** should be on file for all pesticides used in the facility by in-house personnel or contractors. Documentation should be available for review (on request) as hard copy or electronic files.

Your facility should keep an **approved pesticide list** and review it on a yearly basis for any changes. Pesticides should be approved by the designated facility representative before application and should be incorporated into the Chemical Control Program. You'll also need documentation of all pesticide applications, including:

- Product name of materials applied
- EPA or product registration number as required by law
- Lot numbers
- Target pest and purpose of application
- Rate of application or percent of concentration
- Specific location of application
- Method of application
- Amount of pesticide used at the application site
- Date and time of application
- Signature of applicator

## DON'T FORGET:

Be sure SDS is limited to only those pesticides used at the site versus the entire SDS inventory in your provider's arsenal.

# PEST MANAGEMENT ACTIVITY DOCUMENTATION & SIGHTING REPORTS

Maintain a **pest sighting log** that provides information about what facility personnel have seen and found. Each entry should include:

- Date
- Time
- Type of pests (or evidence of pests) observed
- Actions taken
- Name(s) of reporting personnel

Auditors want to see accurate and complete **service reports** that document pest sightings, pest activity and specific corrective actions taken. These reports should include:

- Evidence of pests or pest activity, such as gnawing, digging, droppings or nesting in and around outside bait stations
- Evidence of pests (rodents or insects) on inside traps, glue boards or insect light trap units
- Conditions inside and outside that compromise the pest management program or make it difficult to evaluate (like broken door seals or water leaks)
- The documented response and recommended corrective actions; subsequent service reports should indicate the effectiveness of actions taken to remedy previous issues
- Signatures of pest management technician and designated facility personnel

## DON'T FORGET:

Be sure that any pest sightings recorded in the log have corresponding documentation of corrective actions taken to address them. It is common for facilities to lose points for having one without the other.

# MONITORING DEVICE DOCUMENTATION

As you're keeping track of pest activity, you'll want to keep a detailed record for your monitoring devices. This means:

- You should ensure a **detailed facility survey** is completed. The results should be documented and used to determine the placement of monitoring devices.
- **A current site map** should accurately list the locations of all pest monitoring devices used, and findings should be documented according to the frequency defined by the IPM program. There should be evidence that the placement of monitoring devices is based on a detailed survey of the entire facility and historical data. Temporary pest monitoring devices for short-term monitoring can be mapped separately.
- **Trend reports** should be compiled from service visit findings to respond with (or validate) appropriate corrective actions.

## DON'T FORGET:

Be sure the site map is up to date and includes any new devices or altered device placements. Site maps must be reviewed regularly, dated and signed or initialed.



# DOCUMENTATION CHECKLIST



## GENERAL DOCUMENTATION

- Written IPM Program
- Annual Facility Assessment
- Risk Assessment
- Signed Contract

## PROOF OF TRAINING & CERTIFICATION DOCUMENTATION

- Verification of Annual GMP Training
- Current Copy of Pest Management Company License
- Current Copy of Pest Management Provider's Certificate of Insurance

## PESTICIDE DOCUMENTATION

- Safety Data Sheets (SDS)
- Pesticide Specimen Labels
- Approved Pesticide List

## PEST MANAGEMENT ACTIVITY DOCUMENTATION & SIGHTING REPORTS

- Pest Sighting Log
- Service Reports

## MONITORING DEVICE DOCUMENTATION

- Detailed Facility Survey
- Current Site Map
- Trend Reports

As a food processing facility manager, product safety is your top priority. That means pest control has to be a priority, too. While this list may seem daunting at first, trust us when we say it's worth it. Over time, you'll see that it isn't too difficult to keep the most important documents together if you're updating and maintaining your IPM plan on a regular basis.

For more information on how to implement both a proactive IPM program and a documentation process, visit [MyAuditPrep.com](http://MyAuditPrep.com). There, you'll find tips created specifically for BRC, SQF, AIB and more audit standards.

Are you interested in learning how to better safeguard your food processing facility with an effective IPM plan? Visit [orkin.com](http://orkin.com) to learn more about our Food Safety Precision Protection™ service – at your request, we can conduct a professional site inspection and recommend an IPM plan with no obligation whatsoever. Food Safety Precision Protection comes complete with Orkin Gold Medal QA™ – a system of comprehensive documentation and audit support – and Vendor Inspection Program, when Orkin confirms your vendor facilities are abiding by proper regulatory and pest management standards.



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