



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Procedure for Pest and Rodent Control treatment at Factory Premises	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
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### 1.0 OBJECTIVE

The objective of this SOP is to keep the suitable environment with respect to pest and rodent for the building and premises of .....

### 2.0 SCOPE:

Office, canteen, toilets, corridors in non production area, surrounding area.

### 3.0 RESPONSIBILITY:

Housekeeping Supervisor, Personnel Officer, Security officer, Representatives from users department and pest control contractor.

Note – Pest management program is implemented by contract operation under the supervision of administration department of Antipest Treatments.

### 4.0 ACCOUNTABILITY:

Head - Human Resources

### 5.0 PROCEDURE:

#### 5.1 General conditions/Precautions.

- 5.1.1 All electronic equipment should be properly covered.
- 5.1.2 Do not store food in this area till cleaning is done.
- 5.1.3 Pest control should be done on holiday only
- 5.1.4 Use pest control agents listed in attached list or combination of it.
- 5.1.5 Treatment is carried out on floor, wall and floor joints, below machines, furniture.
- 5.1.6 Direct spray on electronic equipment, papers, food item is avoided.
- 5.1.7 Antitermite treatment is done at the time of civil construction.
- 5.1.8 Keep windows closed.
- 5.1.9 Spraying on plinth covers surrounding areas around all buildings and canteen.

#### 5.2 General safety measures to be followed by Pest Control Technicians.

- 5.2.1 Upon reaching the site, keep the chemical containers in an undisturbed place in safe manner.
- 5.2.2 No leaking containers. If a container is leaking transfer it into another container. Avoid spillage.
- 5.2.3 Do not keep chemical container indirect heat or sunlight. Keep away from all personnel's other than your own crew.



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5.2.4 Do not allow anybody else to touch or smell chemicals. In case if anybody wants to inspect the chemicals, inform them to have the safety dress before exposing themselves to chemicals.

5.2.5 Don't touch any of the company products to avoid any contamination. Only those who will touch chemicals can handle the materials. Use oil spray or dust to electric lines.

### 5.3 Work Procedure For Pest Control:

5.3.1 Contact to the concern person of the respective departments as mentioned in the scope. Explain him in the activity to be carried out.

5.3.2 According to his consent and according to their departmental procedure for pest control carry out the activity.

5.3.3 Take the chemicals in the ratio stated in the "Annexure" Mixed it properly in the water.

5.3.4 Use pin stream (straight spray) with very low pressure (4 to 5 psi) to spray any cracks and crevices. Otherwise use fan spray with medium pressure of 25 to 35 PSI.

### 5.4 In Case Of The Outdoor Treatment

5.4.1 Don't touch or spray the ornamental plants.

5.4.2 All outside work carried out at high pressure of 40 to 50 psi.

5.4.3 Treat perimeter of building with pesticide of higher concentration or recommended chemical for out door use.

5.4.4 Also spray around the window and A/C openings. Open the drains and spray thoroughly. You can dust as well treat the surrounding of canteen with extra care.

### 5.5 Work Procedure for Rodent Control.

5.5.1 Respective department has the marked places and their SOPs to keep the gum pads to control the rodents. In the manufacturing and other related areas no traps or poison are Kept.

5.5.2 The rat bait stations are placed around the plant at marked places to keep rat baits.

5.5.3 Pest control technicians will weekly inspect the bait stations and company Personnel's will randomly check them.

5.5.4 Pest control technicians will also replenish consumed baits and will keep the record of Rats caught.

### 5.6 Completion procedure

5.6.1 On completion of job don't leave any container with or without chemicals at work place.



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- 5.6.2 Do not through empty containers in the site or any near by dumping area. Always being back the containers to store for disposal.
- 5.6.3 Do not pour surplus of chemical into public water system garden or any public areas Better to pour completely in drainage.
- 5.6.4 Instruct job supervisor of company to collect the dead insect next day and throw to dumping place are only dead rats should not be thrown to dumping place as any bird can pick it up. Dead rats should be buried in ground at least 6 feet below the ground level.

### 5.7 Acceptance criteria

- 5.7.1 Usually either pests or the dropping should not observe in treated area.
- 5.7.2 Always report to office infestation if any and extra measure undertaken. Collect the droppings found anywhere near or inside the building and bring to office for observation.
- 5.7.3 Report to office for any new pest harborage place, or more food spillage, wrong garbage handing method, improper sanitation, and poor housekeeping etc., which may make Pest Control difficult.

### 5.8 Frequency

- 5.8.1 As per Annexure – I by the out side party.
- 5.8.2 Every quarter joint inspections comprising a person each from .....and outside party shall carry out an inspection identify and recommend pest prevention measures and to assess compliance to planned pest management program. At the end of the inspection a joint inspection report detailing all observations and responsibility for corrective action for each observation shall be submitted to concern HOD.

### 5.9 Format to keep the record

- 5.9.1 Record by the company to verify the out side party activity as per Annexure – II

## 6.0 ANNEXURES:

Annexure – I: Ratio of chemicals

Annexure – II : Format for recording to be prepared by the company

Annexure – III : Format for recording to be prepared by the contractor



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### 7.0 REFERENCES (S):

In House

### 8.0 Glossary

SOP: Standard Operating procedure



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### ANNEXURE-I

S. No.	Service & Pests Covered	Materials to be used						Areas to be treated	Frequency of Service	Documentation	
		Active Ingredient	Formulation on	% Emulsion Concentrate	Dilution / ltr of water	Dosage per Sq mtr	Area for Use				
01	GoldSeal Service: Cockroaches, Silverfish, Ants	Cyfluthrin	050 EW	0.04	08 ml	050 ml	Interiors	Office, Canteen, Pantry, Critical production Areas	Every Month	Pest Sighting log, Pesticide usage log, MSDS	
		Imidacloprid	2.15%	RTU Gel Bait		Variable					
		Fipronil	0.05%	RTU Gel Bait		Variable					
		Cockroach Monitoring Trap	Ready to use Cockroach Monitoring Traps								
		Cyphenothrin/ Deltamorthrin	05 EC	0.1	20 ml	050 ml	Exterior				
02	Pied Piper Service : Rats, mice and bandicoots	Bromodialone	0.005	Ready to use cake form		2 cubes per station	Exteriors	1. Bromodiolone: External perimeter 2. Trubble Gum traps: All internal areas	Every two weeks: Dead Rodents shall be removed immediately on sighting	Pest Sighting log, Pesticide usage log, MSDS	
		Trubble Gum	Economy & Regular type: Ready to use Glue Board								Interiors
		Roda-Box units	Exterior @ 30 to 45 ft interval & Entry points @ 5 ft. on both sides								
03	IFM Service : House Flies	Cyphenothrin/ Deltamorthrin	05 EC	0.1	20 ml	050 ml	Exteriors	Internal areas: No spray - control by physical means. All outer breeding / harbourage areas within compound walls of BIL Factory.	Two days in a week	Pesticide usage log, MSDS	



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04	ISM Service : Spiders	Cyfluthrin	050 EW	0.04	08 ml	050 ml	Internal	Critical areas: Prodn., packaging, RM & FM warehouse. RM & FM, to be moved out /covered by Indichemie staff prior to treatment.	Once in every quarter	Pesticide usage log, MSDS
05	ILM Service : Gecko, House Lizards	Cyphenothrin/ Deltamorthrin	05 EC	0.1	20 ml	050 ml	Exterior	Critical areas: Prod..., packaging, RM & FM warehouse. RM & FM, to be moved out /kept under cover before treatment.	Once in every quarterly	Pesticide usage log sheet, MSDS
		Physical Removal	Chemicals to be used with care internally.				Internal			
		Above chemicals may be used indoors during non-production / shut down hours.								
No specific pesticide is available for lizard management - pesticides used shall be to stun lizards which shall be collected and disposed off										

### RODENT CONTROL:

- 1) Internally only Glue Boards or cages can be used. No perishable goods can be used as attractant.
- 2) Bromadiolone cake or granules may be used out side. Use of bait station is advised for the safety of baits.





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### ANNEXURE-III

### ANTI PEST TREATMENTS

For: .....

Treatments: Disinfestations/Rodent control

Date of Treatment \_\_\_\_\_

Disinfestations: Monthly

Operators:

Checked by \_\_\_\_\_

1) \_\_\_\_\_

P & A

2) \_\_\_\_\_

Chemicals 1) \_\_\_\_\_

ANTIDOTE: \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Chemical: Rodent Control:  
1) \_\_\_\_\_

2) \_\_\_\_\_