

AQIS Notice Number		<b>Pest and Vermin Control Procedures</b>	
<b>MEAT 2001 / 03</b>			
NSFS Ref 7		Contact Officer: Charles Bosgra Area Technical Manager <b>Melbourne Vic 8006</b> Telephone: 03 9246 6711 Facsimile: 03 9246 6875	
Date of Effect 14 May 2001.	Date of Expiry Until further notice		
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<b>IMPLEMENTATION SCHEDULE</b> (to be completed by the On Plant Supervisor on the AQIS file copy)			
Date Received: _____		Date Discussed with Management: _____	
Initial Implementation Date: _____		Date Completed: _____	
Initials: _____		Date checklist sent to ATM: _____	

**PURPOSE**

To provide both Industry and AQIS field staff a comprehensive update of the guidelines for pest and vermin control procedures.

**SCOPE**

This notice applies to all export meat establishments registered under the Export Meat Orders and the Game, Poultry and Rabbit Meat Orders.

**BACKGROUND**

This notice provides guidelines for the development and application of the pest and vermin standard operating procedures required at export meat establishments. The notice elaborates on the responsibilities of management and AQIS to have monitoring and verification systems which accurately record the control measures used at the establishment.

The notice further addresses the appropriate use of chemicals and other measures for pest and vermin control within the establishment. The document incorporates comments by recent overseas reviewers.

## **PROCEDURES**

Attached to this notice are three documents

- Attachment 1** A comprehensive guide to a Standard Operating Procedure for Pest and Vermin Control for company personnel.
- Attachment 2** A Work Procedure for AQIS employees.
- Attachment 3** A checklist to be completed by the AQIS OPS before the 14 July 2001 and forwarded to the ATM responsible for the establishment.

## **ACTIONS**

1. The establishment current approved pest and vermin control SOP should be enhanced in line with the program documented in Attachment 1 within 2 months of the date of effect of this notice;
2. The revised SOP is to be submitted to the OPS who will recommend any changes and sign the SOP off when the OPS is satisfied with the SOP addresses issues identified in the guideline, and
3. OPS will submit the SOP to the ATM for approval.

Brian Macdonald  
Executive Manager  
Meat Inspection and Food Services Group

Attachment 1, 2 and 3

## PEST AND VERMIN CONTROL PROGRAM

### 1 PURPOSE

The purpose of this program is to explain the criteria by which AQIS shall assess the Standard Operating Procedure (SOP) for pest and vermin control.

### 2 BACKGROUND

The presence of vermin or insect pests in or around a food preparation factory is a health hazard and an indicator of poor sanitary conditions. Management must have a pest and vermin control SOP in place, which effectively controls any such presence and prevents possible contamination risk to product.

This document updates current systems used to control pests and vermin in export meat establishments and incorporates comments by overseas reviewers of pest control programs seen at establishments.

### 3 SCOPE

This document is applicable to all export meat establishments registered under the Export Meat Orders and the Game, Poultry and Rabbit Meat Orders.

### 4 DEFINITIONS

Vermin:	<ul style="list-style-type: none"><li>• All rodents.</li><li>• Animals excluded from the establishment.</li><li>• Wild birds</li></ul>
Pests:	Insects, both flying and crawling.
Physical barrier:	Device used to prevent entry of pests and vermin such as insect screening, self-closing doors, flaps on chutes, air curtains, etc.
Harbourage:	Anything used as temporary shelter by pests or vermin.
Breeding site:	A place where presence of nesting or breeding of pests or vermin is detected.
Chemical treatments:	Application of poisons or insecticides by spraying, baiting, etc.
OPS	AQIS On-plant Supervisor
Pesticide Type A:	Insecticide approved for use in food production areas and amenities under specific conditions.
Pesticide Type B:	Insecticide approved for external use only.
Pesticide Type C:	A rodenticide used strictly in accordance with labeled directions. Not to be used inside edible areas or amenities, laundries, carton stores and dry goods storage areas.
Pesticide Type D:	A miscellaneous pesticide used strictly in accordance with labeled directions.
SOP	Standard Operating Procedure

## 5 RESPONSIBILITIES

Works Manager

- Ensures that resources are available to carry out the scope of this program and participates in reviews of the procedures.
- Ensure responsible persons are trained for the relevant tasks.

Quality Assurance Manager

- Informs management review meetings of pest and vermin control program and significant findings.
- Ensures the Pest Control Contractor/Company Pest Control Officer is fully conversant with legislative requirements, current industry best practices and company requirements.
- Reviews pest and vermin reports and corrective actions.
- Arranges for repairs, maintenance and installations relevant to pest and vermin control.
- Ensures effective integration of other on-plant programs with pest and vermin control eg, sanitation and hygiene, disposal of waste material and maintenance.
- Audits and updates pest and vermin control SOP.
- Makes available to the pest control contractor the Map of Sightings as recorded for each calendar month.

Pest Control Contractor:

- Provides regular services and responds promptly to requests for extra servicing made by management in the event of increased activity between services, or ineffective treatments.
- Any pesticides may be used only in accordance with the requirements of Part 23 of the PGGOs and as required by the chemical manufacturer.
- Completes pest report forms (see [Appendix 1](#) for details) specifying:
  - Species targeted.
  - Presence of vermin activity
  - Location of each pest or vermin station.
  - Type of treatment ie. chemical, physical, placement of traps and bait stations, etc.
  - the name of the chemicals and the concentration at which the chemicals were actually used.
- Trims or replaces any rodent bait block showing signs of gnawing.
- Replaces bait and clean fly bait stations.
- Hold current license with appropriate State or Territory authority.

***[An important aspect of the Pest Control Contractor's responsibilities is providing recommendations on ways to improve the pest and vermin control program at the establishment. These recommendations should be based on the Contractor's knowledge of the target species, the Map of Sightings (Form VC 01) and the Contractor's observations on the day of servicing.]***

Company Pest Control Officer(s)	<ul style="list-style-type: none"> <li>• Carries out the above duties where no contractor is employed.</li> <li>• Daily checks all traps present inside buildings or arranges for these to be part of the pre-operational checks</li> <li>• Weekly monitors all aspects of the pest and vermin control program.</li> <li>• Records results on company report form (see Weekly Vermin Report VC02, and the Weekly Insect Report VC03).</li> <li>• Dispenses pesticides and rodenticides to people trained in their use</li> <li>• Determines frequency of spraying exterior surfaces of buildings resulting from seasonal increases in numbers of flying insects.</li> <li>• Makes available the Map of Sightings (VC01) for use by all plant operatives including management personnel.</li> <li>• Implements the internal pest and vermin elimination program.</li> </ul>
Engineer/Maintenance Supervisor	<ul style="list-style-type: none"> <li>• Maintenance of the physical barriers to pest and vermin entry.</li> </ul>
All Plant Personnel	<ul style="list-style-type: none"> <li>• Record all pest and vermin sightings and activities encountered on Map of Sightings (Form VC01).</li> </ul>

## **6 PROCEDURES AND ACTIONS**

### **6.1 GENERAL**

Pest control must be regularly carried out and results of bait station checks recorded. The management of the establishment is responsible for the pest program including the chemicals used and actions carried out by independent pest control companies.

The activity records of bait stations checks are to be clear and unambiguous and must include any follow up action including preventive measures required by the management.

The checklists (Appendices 1, 2 and 3) show what should be included in the pest control program, and the expectations of the pest controller and the company for a managed response to pest activity.

### **6.2 CHEMICALS**

Any pest control chemical held at the establishment shall be in a clearly designated secure cabinet or facility used only for pest control. The keys to this facility are to be controlled and limited as far as possible. Persons issued with keys are to be nominated in the SOP. Chemicals used shall be AQIS approved and used only in accordance with the instrument of approval.

The use of chemicals shall be according to the AQIS approved company pest and vermin SOP. Management are responsible for all pest chemicals, including any used by an external pest control contractor, within the establishment.

It is an overseas country requirement that

**RODENTICIDES SHALL NOT BE USED INSIDE THE EDIBLE AREAS OF THE PLANT OR WITHIN AMENITIES, LAUNDRIES, CARTON STORES AND DRY GOOD STORAGE AREAS. RODENTICIDE BAITs SHALL BE REMOVED FROM THESE AREAS AND REPLACED WITH INDICATOR BAITs, AND LIVE TRAPS (refer Section 6.5.2).**

Insecticide foggers for roach and flies must not be used where people who work in edible departments pass from amenities to production areas. This includes change rooms, lockers, lunchrooms, smoke areas, doorways, corridors etc where possible insecticide may remain on protective clothing. Foggers are not to be used around animal risk areas such as ramps, lairages and holding paddocks.

Type A insecticide may be used in lockers where cockroaches are present providing the lockers are cleaned after the spray is used and the spray is used after edible production working hours (protective work clothing including aprons should not be present in lockers).

### **6.3 PHYSICAL BARRIERS**

Physical barriers prevent pests entering buildings or eliminate their presence. The barrier must be effective and usually a combination of deterrents is required to achieve the purpose. The effectiveness of these barriers is a key indicator of the effectiveness of the company preventative maintenance program. Examples of suitable barriers are:

- self-closing doors mounted in such a way that light cannot be seen between the rubber door seal and the floor or door jam
- an ante room to the external entry door into the edible areas where active fly control measures can be taken to stop their further ingress into the building.
- An air curtain installed at the external doorways. The air curtain should have a capacity to move air across the full extent the doorway at 6 m/sec.
- Insecticutor or insect sticky pad installed in the ante room such that the light is shrouded to the outside so as not to attract flying insects from the outside.
- Connect amenities to the processing areas with a fly-screened passageway.
- Positive pressure ventilation, which provides an outward-moving barrier to flying insects (and dust) when doors, are opened. The ventilated input air must be filtered. On the slaughter floor air will exhaust from stock entries and chutes, however slaughter floor air must not be forced into the chillers as this will cause condensation. Adequate exhausting in the vicinity of the final wash may prevent this.
- A correctly fitted panel installed in the livestock race designed to deny vermin access to the slaughter floor through the knocking box after finish of daily production.
- drain ports covered with a fitted plate. These plates should be removable to allow access to traps and for the clearing of blockages.

- chutes from edible production areas to external or inedible areas flapped or screened at the discharge end; use of fan exhaust fitted into the chute housing to ensure outward movement of air may be beneficial.
- Screened entrances to inedible/condemned material processing areas. If these areas have large chutes or slides entering directly from edible product areas, the type of personnel entrances used for edible areas should be installed.

#### **6.4 CLEANING, SANITATION AND HOUSEKEEPING**

A broad scope cleaning and sanitation program is necessary to control and prevent pests and vermin presence within the establishment.

The Cleaning and Sanitation SOP should include:

- removal of alternative food sources which may attract pests and vermin in edible production and storage areas, dry goods storage areas and operatives' amenities and compete with baits.
- squeegeeing pools of water remaining on the floor of production areas and amenities after the cleaning operation to provide a dry environment.
- cleaning the by-products plant so that harborage is denied and food sources are eliminated.
- daily high pressure hosing of the livestock yards and pens particularly of yards that have held grain-fed animals to ensure all grain in the dung is removed.
- cleaning of high-traffic personnel thoroughfares during the day and at the end of the production shift. Boot cleaning facilities associated with production areas should be provided to prevent meat material being carried outside.
- cleaning of the operatives' lunch room after each main work break and again at the end of the production shift. A foaming detergent should be applied weekly to achieve a thorough clean.
- routine cleaning of personnel lockers.
- routine cleaning under carton pallets held in stores.
- taping or otherwise securing broken packages or cartons holding ingredients, food product and product wrapping materials and immediately cleaning up any spilt food source
- storage of equipment and materials used for plant maintenance and construction in designated storage facilities eg. on racks off the floor.
- having lidded or screened containers including trailers to hold waste products
- hauling waste material in water tight trailers which do not spill contents
- receiving inedible material on curbed and drained concrete aprons to prevent material seeping into surrounding area and any spills contained and cleaned up without delay
- not holding waste material on surfaces that cannot be cleaned effectively
- disposing of inedible product before odours result from decomposing material

- ensuring vegetation is kept under control in all parts of the premises including the effluent ponds.
- regular mowing of grass and trimming along the edges of concrete areas

Management should approach neighbouring properties if harborage exist that could impact on the operation of this program.

## **6.5 VERMIN CONTROL**

Effective vermin control relies on the combination of:

- physical barriers to deny access by vermin to edible production and storage areas, dry goods storage areas and operatives' amenities during production and non-production periods,
- a broad scope cleaning and sanitation program to include external areas of the plant, and vigorous housekeeping,
- chemical treatments using perimeter baiting and,
- an interior regime of indicator baits and traps to verify that no vermin has breached the control measures and entered the premises.

### **6.5.1 RODENT BAITING**

Rodents are controlled with rodenticidal baits used in a perimeter baiting regime. Rodent bait stations are individually numbered and their location recorded on a site map. Large establishments especially in rural areas will require a primary fence line perimeter series of baits as well as a secondary external building perimeter line of baits. In some states where baits may only be placed near buildings the placement of baits near outbuildings is encouraged to form a primary perimeter.

The perimeter-baiting regime is established with advice from the Pest Control Contractor and takes into account prevailing conditions at the establishment eg. proximity of the by-products plant to edible production buildings, location of effluent ponds, and other features of topography.

Baits are to be placed at strategic locations around the entire plant and any outbuildings or facilities and be positioned so that the contents cannot be washed into any watercourse.

The design of bait stations shall allow access to rodents but not livestock or birds.

Plant operatives, other than the company pest control officer, should be denied access to bait stations by using simple locking devices. Where the bait station is not of a lidded locked design, the baits shall be secured into the bait station to prevent removal.

The rodenticidal baits shall be all weather wax-block type or similar that ensures there is no spillage and readily shows signs of rodent activity.



## **6.5.2 INTERIOR REGIME OF INDICATOR BAITS AND TRAPPING**

Poisonous baits are not to be used in the edible areas of the plant, amenities, carton stores and laundries. A comprehensive program of indicator baits or traps is to be implemented inside establishment buildings which verify whether the above procedures are effective in excluding vermin from the buildings. These baits require an attractant and are to be checked on a daily basis preferably during the daily pre-operational hygiene checks.

There are several types of indicator baits available;

- Stickypads
- Chew Baits, and
- Traps e.g. “Tin Cats” types

During the cooler months, extra vigilance is needed for vermin presence inside buildings. Particularly check infrequently used doorways, maintenance accessways or disused areas.

Any presence detected requires management review of the vermin control program.

## **6.6 CONTROL OF LARGER VERTEBRATES**

- A non-injury causing trap shall be kept on plant for the capture of feral or native animals reported to the company pest control officer that may be a hygiene threat.
- Feral animals shall be humanely destroyed while native animals shall be handed over to wildlife authorities for re-location.
- Nesting sites for birds shall be eliminated, as far as possible by screening. All nests shall be removed in a timely fashion to prevent egg laying.
- Details of trap setting and animal capture shall be documented (refer to the Weekly Vermin Report, VC02).

## **6.7 INSECT CONTROL**

Management must implement an effective program to reduce the biomass of insects (flying and crawling) at the plant and control insects entering buildings using physical barriers and actively removing them from edible production and storage areas, dry goods storage areas and amenities.

The insect biomass reduction program should involve denial of food sources, chemical treatment, minimizing odours, and sanitation measures.

Hide receival and inedible areas immediately adjacent to or under slaughter floors should be insect proofed as far as possible and all sumps covered with checker plate. Spoon drains should be cleaned of material regularly.

### **6.7.1 EXTERNAL INSECT PREVENTION REGIME**

Pesticide type B may be sprayed onto the external wall surfaces and the insect-screened areas during the warmer months. Use only in the areas nominated on the site map of the plant. It is not to be sprayed near any doorways.

“Knockdown” (pesticide type A ) sprays may need to be used twice daily where there is a heavy fly problem. The first application is done before sunrise and is directed to areas of high insect density, usually in protected areas around the rendering plant and hide handling area, etc. The second application is done around the middle of the day and is directed toward the most sunlit areas of the plant’s exterior walls and insect screened areas. Spraying shall be restricted to identified areas indicated on the site map of the plant. Alternatively, non spray areas may be identified on the site map.

Diligent care is required to ensure that no spray enters edible production and storage areas, dry goods storage areas and operatives’ amenities and that spray is not directed towards thoroughfares used by edible production operatives or entrances to edible production areas.

Where pesticide type B is used within the rendering plant or inedible/condemned material areas, no product to be rendered or finished rendered product held in storage shall be contaminated.

A perimeter fly baiting regime can be established using fly-bait stations and granular fly bait type B constructed to deny access by birds. Granular fly bait should not be spread on the ground or on a bag. Where possible use non-chemical flytraps. The location of the fly-bait stations is recorded on a site map.

These bait stations are used to intercept flies moving to the plant from other areas. This is best achieved by positioning the bait stations at least fifty metres from the plant, 2 to 3 metres from the ground and on the side of the plant facing the direction of the prevailing summer winds.

Fly bait stations should not be placed near doorways as these attract flies that may enter the plant.

### **6.7.2 INTERNAL FLYING INSECT ELIMINATION REGIME**

Insecticutor devices or contained insect sticky catchers should be installed in ante-rooms, dry goods storage areas, carton make-up rooms, etc. that have entrances to the building exterior. Insecticutor should be located in areas capable of being darkened and where product and any materials used with product is unaffected by fly fallout.

Each device shall be numbered and its location recorded on a site map.

The insect attracting globes should be replaced at the intervals specified by the manufacturer as the effectiveness of the globe dissipates over time. The date a new globe is installed, and its effective life expectancy shall be recorded.

All Insecticutor shall be cleaned out weekly.

If flying insects penetrate the external barriers and gain access to edible production and storage areas, dry goods storage areas and operatives amenities, the type of intervention shall depend on the extent of the infestation and the structural features of the room.

All actions to eliminate flying insects must be both rapid and effective as flying insects present a high risk to product safety,.

If the infestation is limited to a few individual insects that can be kept under constant surveillance, the insects can be destroyed by swatting them in such a way that product, contact surfaces or packaging materials is not contaminated. Any product contacting surfaces must be cleaned and edible product either discarded or trimmed if hit by a swat.

Alternatively, insects may be caught using a portable vacuum cleaner or removed from an area by switching off the lights so that the exit doorway or a portable insect cuter provides the only light source.

If the infestation is extensive, then the insects must be sprayed with an insecticide type A and the AQIS OPS informed.

Insecticide type A may only be dispensed after all product and packaging material is removed from the room or covered.

Insecticide type A should be sprayed in the direction of individual insects and not at any particular surface.

After spraying, the contact time specified in writing by the chemical manufacturer shall be met to allow the insects to be destroyed and the insecticide to settle or be exhausted from the room. When the contact time has lapsed, the room shall be rinsed with potable water and product contact surfaces hand scoured with detergent and rinsed before product or packaging material is reintroduced. Insecticides should not be sprayed inside the plant pre-operationally.

## **7 MONITORING**

All employees and staff are responsible for reporting sightings and activity throughout the plant and its surrounds on the Map of Sightings (Form VC01). Any sightings or evidence of vermin or insects during pre-operational inspections is to be recorded on the daily pre-operational hygiene report. These findings must be acted on immediately and all findings drawn to the attention of the Company Pest Control Officer or QA Manager.

The company pest control officer shall monitor and record the following elements of the program: (The monthly checks to be carried out between monthly contractor visits.)

### Vermin Control (Form VC02)

- Consult pre-operational hygiene forms for reports of vermin activity.(Weekly)
- Check condition of rubber door seals.(Weekly)
- Check the number and location of the bait stations and traps against the site map.(Monthly)
- Record activity if any found at rodent bait stations and traps. (Monthly)

- Clean bait station of any droppings and replace or trim any gnawed bait blocks. Secure an adhesive label to the station specifying the date of servicing.(Monthly)

### Insect Control (Form VC03)

*(This form may be combined with form VCO2)*

- Consult pre-operational hygiene forms for reports of insect activity and air curtain operation.(Weekly)
- Check condition of physical barriers.(Monthly)
- Check that preventive actions taken under the sanitation program are recorded. (Weekly)
- Record date, location and chemical used when spraying pesticide type B.(Daily)
- Check effectiveness of the fly bait stations. (Weekly)
- Check housekeeping around inedible/condemned areas and the rendering plant. (Weekly)
- Record date, location and chemical used for all interior flying insect treatments.(Daily)
- Record date, unit number and presence of insects in each insect cuter. (Weekly)

Maintenance teams play an important role in controlling pest and vermin entry to the plant and shall monitor the barrier for maintenance defects

### Preventative Maintenance Log/Diary

- Check all physical barriers once per month.

## **8 CORRECTIVE ACTION**

Corrective action for pest and vermin control shall incorporate relevant parts of this program and needs to be specific to each establishment. Must include what is to be done if pests or vermin are detected.

Any pest control facility requiring repair shall be reported on the company maintenance form.

The Quality Assurance Manager shall be notified whenever internal vermin activity is reported or when spraying is required to control insects inside buildings and shall ensure that all parties meet their responsibilities.

Notify the AQIS OPS of vermin activity at indicator baits or in the perimeter baits so that corrective action can be verified if considered appropriate.

Corrective actions arising from activity of pests and vermin in edible production and storage areas, dry goods storage areas and operatives' amenities, particularly during peak seasonal increases, require urgent management review of all aspects of the program. Management review meetings and actions taken must be recorded.

Details of corrective actions are outlined in Appendix 3.

## **9 VERIFICATION**

The frequency of activity at each rodent bait or trap station shall be analysed to determine an appropriate control response.

Similarly, the prevalence of insects in edible areas or destroyed by insect cutter units in the ante-rooms, amenities and dry goods storage shall be analysed for adequacy of the physical barriers in place.

The records need to be reviewed on a regular basis by the QA Manager. Internal audit is probably the most important verification activity as it provides a good overview of the SOP and how it is functioning.

Outcomes arising from recommendations by the external pest controller, any significant findings of pest and vermin, audit findings of the pest and vermin SOP and analysis of monitoring records shall be put on the agenda for the management review meeting and decisions recorded in the minutes.

## **10 DOCUMENTS**

Rodent Bait Station Map

Interior Rodent Indicator Baits and Traps Map

Fly Bait Station Map

Insect cutter Location Map

Note: subject to clarity one or more of these maps may be combined.

Map of Sightings VC01

Weekly Vermin Report VC02

Weekly Insect Report VC03

Contractor's Pest Control Report VC04 (see Appendix 1 for details)

### **List of appendices**

Checklist of pest control report details - see Appendix 1.

Checklist of establishment specifications for the contracted Pest Control Company - see Appendix 2.

Checklists of company follow up activity - see Appendix 3.

# Appendix 1

## Pest Control Report Details

1. Letterhead of pest control company to be stated on report
2. Date when rodent baits or traps checked
3. Show each rodent bait/trap station checked
  - *(eg number bait stations 1 2 3 4 5 6 7 8 9 10 ----- n with each station number marked '/' for nil activity; '\_' not checked; and 'O' for activity)*
4. Activity Statement
  - For each active bait or trap station number specify type of activity found eg droppings, gnawed bait, dead rat, gnawed materials etc (subjective terms such as 'light' or 'heavy' activity may indicate degree of infestation but shall not replace the specific type of activity)
  - State immediate and preventive actions taken and any recommendations to minimise further activity
  - Record company follow up action noting additional internal and external control measures
  - Note bait station follow up checks stating dates and results of check
5. Pest controller and company person must sign report
  - Person signing the report should print name and position held.

## **Appendix 2**

### **Establishment specifications to pest control company**

1. Specify when bait stations are checked eg monthly
2. If wax block gnawed, replace or remove any signs of gnawing
3. Mark each bait station to show when checked
  - may use colour coded stickers or sticker with date and initials of person checking
4. Record specific activity found at each bait station and provide any recommendations for control, particularly if inside buildings
5. Use only establishment approved chemicals in accordance with agreed use with company (particular care must be taken not to contaminate edible product or product contacting materials)
  - state any chemicals used on pest report including manner of treatment and location
6. Records are filled out using company agreed form in legible manner and any corrections done by neatly lining through mistake adding correction and initialled and dated. No white out may be used.
7. Where rodent activity is found inside establishment, check other relevant parts of the establishment for further evidence and record such checks
8. Other types of pests such as cockroaches, spiders, insects found inside the buildings must be recorded on form when found during inspection
9. Dirty bait stations are to be cleaned
10. Bait stations shall be numbered and placed in accordance with the rodent station map of the establishment; any additional bait stations must be identified and marked on the rodent map and agreed with management

## Appendix 3

### Plant management follow up action

#### Internal Activity

1. Housekeeping
  - remove rubbish
  - ensure goods are off floor
  - cover materials
2. Check for evidence of rodent entry
  - roof/ceiling
  - drains
  - doors/windows
  - small holes in floors, walls, ceilings
  - wall junctions
  - concealed spaces
  - exposed styrene panels
3. Check all materials and product at risk and take immediate action if suspect rodent affected.
4. Use traps or non toxic indicator baits to catch rodents inside buildings
  - Traps are to be checked daily
  - Weekly checks of non toxic indicator baits may be used to detect presence of rodents where a daily check is not feasible providing traps are used if any rodent presence is suspected
  - Consider locating indicator baits/traps in related rooms/areas eg above ceiling
5. Specify any action taken in report under follow up action including preventive measures to stop ingress of rodents
  - Maintenance engineer should be included in team checking possible external openings into building
6. Where insects are present in production areas, check
  - access chutes which lead to inedible area particularly for positive outward air flow and effectiveness of flaps at the chute outlet
  - personnel movement and ensure intended doorways are used rather than emergency door exits or other exits which may not have effective controls in place. Particularly check movements of maintenance staff and employees at short work breaks where they may use unconventional passageways
  - location of storage of waste materials in relation to entry doors to buildings. Waste disposal including inedible material awaiting rendering in open trailers and rubbish containers are favourite fly attractants. Held waste should be removed regularly during day so odours and build up of material is minimised or non by-product waste treated with a fly repellent chemical. Any containers used for waste should be lidded, discharge end of chutes in external or inedible areas that control measures in place are effective



## **Appendix 3 (cont).**

### **External Activity**

1. Environment
  - stop rodents coming to the plant by cleaning up rubbish and mowing lawns
  - should have clear space around plant and especially near doors
2. Check all openings into building and grate as needed
  - Check drain outlets, underneath buildings, inedible areas
3. Check outhouses for harbourage and possible communal access to the main building via roof eg maintenance shop, chemical store, water treatment room, garden shed, feed areas, rendering plant, general stores
4. Consider placing internal indicator bait or trap station in non production rooms where entry door is near to an active external bait station
5. Increase bait stations in those perimeter zones where multiple activity is reported

## **Export Meat Manual Volume 3**

### **Hygiene**

#### **WP017.3.3 (revised 01) - Pest Control**

##### **PURPOSE**

To outline the responsibilities of inspection staff with regard to pest control in registered establishments.

##### **SCOPE**

This Work Procedure applies to all export meat establishments registered under the Export Meat Orders and the Game, Poultry and Rabbit Meat Orders.

##### **BACKGROUND**

Insects and rodents are capable of transmitting a number of diseases to man due to their feeding and breeding habits through contamination of food and their presence is a key indicator of poor sanitation. Therefore it is important for each establishment to have an effective pest control program which:

- a) denies pests entry
- b) minimises food supply
- c) eliminates breeding/nesting or safe harbourage sites
- d) monitors pest activity
- e) incorporates an effective eradication program

##### **DEFINITION**

ATM Area Technical Manager  
IOA Instrument of Approval  
OPS On-plant Supervisor  
SOP Standard Operating Procedure

##### **RESPONSIBILITIES**

The On Plant Supervisor is responsible for:

- recommending the establishment pest control SOP for approval by the ATM
- monitoring the effectiveness of the pest control SOP
- reviewing activity reports
- monitoring chemical usage against the IOA
- verifying the effectiveness of the SOP by audit

The Meat Inspector is responsible for:

- reporting evidence of insects and vermin to OPS
- taking action to prevent contamination of product if insects gain access to edible production areas in which they are working
- advising the OPS should chemicals be used to control pests in edible areas during operations.

The ATM is responsible for:

- approval and stamping of the SOP
- auditing the SOP and verifying that the establishment has an effective pest control program which meets AQIS requirements

## **PROCEDURE INSTRUCTION**

### **On Plant Supervisor (OPS)**

<b>Action</b>	<b>Explanatory notes</b>
Obtain and file	
* A detailed site plan of the establishment and environs	<ul style="list-style-type: none"> <li>• location of pest and vermin bait boxes and traps</li> <li>• the pesticide or rodenticide used</li> <li>• the date of placement (and of replacement if necessary)</li> <li>• indicate where residual sprays is allowed to be used</li> </ul>
<b>Monitor</b>	
* Reports on rodent and pest activity	- Initial and date reports from management and pest control contractor when checked
* Entry points	<ul style="list-style-type: none"> <li>- joints sealed between panels in walls and ceilings</li> <li>- cracks and openings eliminated around pipes, chutes etc passing through walls and floors</li> <li>- doorways, windows and other openings to edible processing departments or amenities protected against entry of insects. (Air curtains are generally not adequate on their own)</li> <li>- drainage lines from buildings protected by rodent proof grilles</li> <li>- open ends of vents to the exterior screened against birds and rodents</li> <li>- roof eaves screened against bird entry</li> </ul>
* Food sources	<ul style="list-style-type: none"> <li>- cleanliness of plant and environs</li> <li>- waste storage bins fitted with lids</li> </ul>
* Breeding sites	<ul style="list-style-type: none"> <li>- storage of disused equipment and waste</li> <li>- stored materials on racks to allow cleaning or, if impractical, in tight rows with room to clean between stacks and walls</li> <li>- use of stock rotation to prevent breeding sites developing.</li> </ul>

	- lockers cleaned and tidy
* Use of pesticides	- only approved pesticides used - no contamination of edible product, packaging material, protective clothing, livestock, stockfeed, or water supplies
* Storage of pesticides in approved areas only	-facility locked and clearly identified
<b>Audit and verification</b>	
* Audit company pest and vermin control SOP	3 monthly as scheduled on the form 2 of the NPMS
Verify company corrective actions in response to vermin activity	- Observe corrective actions and bait station follow up checks as appropriate.
<b>Report deficiencies</b>	
* To management and request corrective action	- If not corrected immediately then record deficiencies through NPMS and follow NPMS corrective action strategy

### Meat Inspector

<b>Action</b>	<b>Explanatory notes</b>
* Report presence of pests in edible areas to management supervisor	- request action when pests are present in edible areas where meat inspector is working - check that any chemical use to remove pests does not result in product being contaminated
* Report presence of vermin on premises to OPS	- during operational periods record defects in the form 3. - During pre-op record findings on form 1
* Take appropriate action to prevent contamination of edible product by pests.	-

## FORMS

Pest control reports and forms used under the company pest and vermin control SOP.

## REFERENCES

AQIS Legislation  
EMO 113  
PG(G)O 51  
MSQA 2<sup>nd</sup> Edition

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<b>1. GENERAL</b>					
1.1	Did the establishment have a SOP for pest and vermin control prior to this AQIS Notice?		Mandatory Aust standard AQIS notice 96/38 + USDA final rule. EMO113	<b>Y/N/NA</b>	
1.2	Has the SOP been updated?		AQIS Notice 2001/03	<b>Y/N/NA</b>	Date of Update
1.3	Does the scope of the SOP include: Rodents(rats and mice) Insects (flies and cockroaches) Birds		AQIS Notice 2001/03, Section 4	<b>Y/N/NA</b>	
1.4	Does the SOP reference specific documents? Eg Legislation, external contractors manuals, Australian Standards for Hygienic Production and Construction,		AQIS Notice 2001/03, Section 2.1	<b>Y/N/NA</b>	
1.5	Is the Works Manager (or equivalent) responsible for allocation of adequate resources and training of key staff?		AQIS Notice 2001/03, Section 5	<b>Y/N/NA</b>	
<b>GENERAL AREA ARE COMPLIANT</b>					

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<b>2. RESPONSIBILITIES</b>					
2.1	Is the QA Manager responsible for reviewing reports, corrective actions and preparing verification reports for the management review meetings?		AQIS Notice 2001/03, Section 5	<b>Y/N/NA</b>	
2.2	Does the QA Manager oversight the activities of the Pest Control Contractor?		AQIS Notice 2001/03, Section 5	<b>Y/N/NA</b>	
2.3	Does the SOP address who is responsible for arranging repairs and maintenance relevant to pest and vermin control?		AQIS Notice 2001/03, Section 5	<b>Y/N/NA</b>	
2.4	Is the QA manager nominated as responsible to ensure integration of this SOP with other relevant SOPs		AQIS Notice 2001/03, Section 5	<b>Y/N/NA</b>	
2.5	Does the SOP adequately describe the responsibilities of the Pest Control contractor?		AQIS Notice 2001/03, Section 5	<b>Y/N/NA</b>	
2.6	Are the responsibilities of the company pest control officer spelt out in detail?		AQIS Notice 2001/03, Section 5	<b>Y/N/NA</b>	
2.7	Is the plant maintenance supervisor required to maintain the physical barrier to pest and vermin entry		AQIS Notice 2001/03, Section 5	<b>Y/N/NA</b>	
2.8	Are all plant employees required to record/report all pest and vermin sightings?		AQIS Notice 2001/03, Section 5	<b>Y/N/NA</b>	
<b>RESPONSIBILITIES ARE COMPLIANT</b>				<b>Y/N/NA</b>	

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<b>3. PROCEDURES AND ACTIONS (Part 1)</b>					
3.1	Does the pest contractor report contain adequate details?		AQIS Notice 2001/03, Appendix 1.	<b>Y/N/NA</b>	
3.2	Has the company provided detailed specifications in its agreement with the pest Control Company?		AQIS Notice 2001/03, Appendix2.	<b>Y/N/NA</b>	
3.3	Are all pest control chemicals that are held on site held in a secure cabinet or facility?		AQIS Notice 2001/03, Section 6.2	<b>Y/N/NA</b>	
3.4	Does the SOP specify the procedure that is used to ensure that only AQIS approved chemicals are held on site?		AQIS Notice 2001/03, Section 6.2	<b>Y/N/NA</b>	
3.5	Is there specific details restricting the use of insect foggers.		AQIS Notice 2001/03, Section 6.2	<b>Y/N/NA</b>	
3.6	Have all rodenticides been removed from edible product areas, amenities, laundries, carton stores and dry goods storage areas?		AQIS Notice 2001/03, Section 6.2	<b>Y/N/NA</b>	
3.7	Are all the physical barriers addressed in preventing entry of pest and vermin, including stock entry races?		AQIS Notice 2001/03, section 6.3	<b>Y/N/NA</b>	
3.8	Are the physical barriers effective in preventing the entry of pest and vermin to the edible areas of the plant?		AQIS Notice 2001/03, Section 6.3	<b>Y/N/NA</b>	

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3.9	Is the issue of preventative maintenance of the physical barriers addressed in the SOP.		AQIS Notice 2001/03, Section 6.3	<b>Y/N/NA</b>	
3.10	Does the Cleaning and Sanitation SOP address the removal of food sources and the control of potential pest harbourages.		AQIS Notice 2001/03, Section 6.4	<b>Y/N/NA</b>	
3.11	Is there adequate reference to the cleaning of yards and inedible areas		AQIS Notice 2001/03, Section 6.4	<b>Y/N/NA</b>	
3.12	Is the cleaning of amenities documented		AQIS Notice 2001/03, Section 6.4	<b>Y/N/NA</b>	
3.13	Are there specific references to keeping ingredients and packaging material protected from vermin and their droppings		AQIS Notice 2001/03, Section 6.4	<b>Y/N/NA</b>	
3.14	Are waste products controlled so as to prevent them attracting vermin or pests including flies.		AQIS Notice 2001/03, Section 6.4	<b>Y/N/NA</b>	
<b>PROCEDURES / ACTIONS (PART 1) ARE COMPLIANT</b>				<b>Y/N/NA</b>	



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<b>4. PROCEDURES AND ACTIONS (PART2)</b>					
4.1	Does the SOP rely on a combination of strategies to effectively control pests and vermin		AQIS Notice 2001/03, Section 6.5	<b>Y/N/NA</b>	
4.2	Is there a comprehensive system of numbered perimeter baits with the locations shown on a site plan		AQIS Notice 2001/03, Section 6.5.1	<b>Y/N/NA</b>	
4.3	Are the baits placed in strategic locations, based on likely areas of vermin harbourage and previous history		AQIS Notice 2001/03, Section 6.5.1	<b>Y/N/NA</b>	
4.4	Are the baits adequately secured		AQIS Notice 2001/03, Section 6.5.1	<b>Y/N/NA</b>	
4.5	Have all baits containing rodenticide been removed from the edible areas of the plant, amenities, carton stores and laundries		AQIS Notice 2001/03, Section 6.5.1	<b>Y/N/NA</b>	
4.6	Does the SOP require a comprehensive program of indicator baits and traps inside the plant		AQIS Notice 2001/03, Section 6.5.2	<b>Y/N/NA</b>	
4.7	Do procedures exist to control larger vertebrates		AQIS Notice 2001/03, Section 6.6	<b>Y/N/NA</b>	

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4.8	Has the SOP addressed control of insect biomass in the hide receival area and inedible areas		AQIS Notice 2001/03, Section 6.7	Y/N/NA	
4.9	Are specific controls placed on the use of Type B insecticide		AQIS Not 2001/03, Section 6.7.1	Y/N/NA	
4.10	Is there a plan for the use of type A sprays		AQIS Not 2001/03, Section 6.7.1	Y/N/NA	
4.11	Are precautions in place to ensure that no spray enters edible areas		AQIS Not 2001/03, Section 6.7.1	Y/N/NA	
4.12	Are fly bait stations used in areas of high fly numbers		AQIS Not 2001/03, Section 6.7.1	Y/N/NA	
4.13	Does the SOP address the means to control flying insects inside the plant		AQIS Not 2001/03, Section 6.7.3	Y/N/NA	
4.14	Is there a program to clean Insecticutor		AQIS Not 2001/03, Section 6.7.3	Y/N/NA	
4.15	Is there a detailed procedure and instructions for the use of insecticide type A in the plant if used at any time		AQIS Notice 2001/03, Section 6.7.3	Y/N/NA	
<b>PROCEDURES/ACTIONS (PART2) ARE COMPLIANT</b>				Y/N/NA	

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<b>5. MONITORING.</b>					
5.1	Does the SOP adequately address monitoring.		AQIS Notice 2001/03, Section 7	<b>Y/N/NA</b>	
5.2	Does the monitoring address both vermin and insects		AQIS Notice 2001/03, Section 7	<b>Y/N/NA</b>	
5.3	Are there forms/reports for all monitoring activities		AQIS Notice 2001/03, Section 7	<b>Y/N/NA</b>	
5.4	Are all monitoring tasks allocated		AQIS Notice 2001/03, Section 7	<b>Y/N/NA</b>	
5.5	Is maintenance involved in checking the condition of the physical barriers		AQIS Notice 2001/03, Section 7	<b>Y/N/NA</b>	
<b>MONITORING ARE COMPLIANT</b>				<b>Y/N/NA</b>	

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<b>6. CORRECTIVE ACTION</b>					
6.1	Are there adequate specific corrective actions		AQIS Notice 2001/03, Section 8	<b>Y/N/NA</b>	
6.2	Are specific steps laid down if pests or vermin are detected		AQIS Notice 2001/03, Section 8	<b>Y/N/NA</b>	
6.3	Is the QAM notified if vermin is found inside the building or spraying is required inside the building.		AQIS Notice 2001/03, Section 8	<b>Y/N/NA</b>	
6.4	Does the SOP require the AQIS OPS to be notified of vermin activity in baits or traps		AQIS Notice 2001/03, Section 8	<b>Y/N/NA</b>	
6.5	Do pest and vermin incursions to edible areas lead to a management review of the system		AQIS Notice 2001/03, Section 8	<b>Y/N/NA</b>	
6.6	Are specific actions such as outlined in appendix 3 to the program included in the SOP		AQIS Notice 2001/03, appendix 3	<b>Y/N/NA</b>	
6.7	Are the checks in appendix 3 incorporated into company checklists		AQIS Notice 2001/03, appendix 3.	<b>Y/N/NA</b>	
<b>CORRECTIVE ACTION ARE COMPLIANT</b>				<b>Y/N/NA</b>	

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<b>7. VERIFICATION</b>					
7.1	Is there a procedure to analyse the frequency of insect and vermin activity		AQIS Notice 2001/03, Section 9	<b>Y/N/NA</b>	
7.2	Is the pest and vermin SOP on the schedule for internal audits		AQIS Notice 2001/03, Section 9	<b>Y/N/NA</b>	
7.3	Has the pest and vermin SOP been internally audited in the last 12 months		AQIS Notice 2001/03, Section 9	<b>Y/N/NA</b>	
7.4	Is there a system to follow up on contractor recommendations		AQIS Notice 2001/03, Section 9	<b>Y/N/NA</b>	
7.5	Are the records reviewed on a regular basis by the QAM		AQIS Notice 2001/03, Section 9	<b>Y/N/NA</b>	
7.6	Are all significant findings reported to the management review meeting		AQIS Notice 2001/03, Section 9	<b>Y/N/NA</b>	
<b>VERIFICATION ARE COMPLIANT</b>				<b>Y/N/NA</b>	

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<b>8. DOCUMENTATION</b>					
8.1	Does the SOP list all relevant documents and maps that are part of the system		AQIS Notice 2001/03, Section 10	Y/N/NA	
8.2	Have the maps been updated as part of the update of the SOP		AQIS Notice 2001/03, Section 10	Y/N/NA	
8.3	Are completed examples of all forms available		AQIS Notice 2001/03, Section 10	Y/N/NA	
<b>DOCUMENTATION ARE COMPLIANT</b>				Y/N/NA	

THE SOP PRESENTED COMPLIES WITH THE GUIDELINES OF AQIS NOTICE 2001/??, IS WORKABLE AND CAN BE RECOMMENDED FOR APPROVAL.

Auditor's Name (Printed):- \_\_\_\_\_ Signature: \_\_\_\_\_ Date:- \_\_

I HAVE VERIFIED THAT ALL QUESTIONS IN THIS CHECKLIST HAVE BEEN CORRECTLY ADDRESSED AND I AM PREPARED TO APPROVE THE SOP TO WHICH IT REFERS.

ATM's Name (Printed):- \_\_\_\_\_ Signature: \_\_\_\_\_ Date:- \_\_

*All questions must be checked, either yes, no or not applicable. Where a question is checked, as **no**, then the SOP may not conform with the guidelines set out in the AQIS Notice. The ATM should discuss a 'no' response with the company to ensure there is documentary evidence to support the companies response.*