
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Pest Control	Number: Q12-PR-100-009	
	Owner: Lee Cagle	Revision: 3	
	Effective Date: 4/30/2013	Page: 1 of 4	

1.0 Purpose

This procedure defines the Pest Control program used at Giles Chemical facilities. This procedure ensures that these locations are kept pest free for the production of contaminant free products.

2.0 Scope

The pest control procedure is applied once a month to the Manufacturing, Repackaging, Office facilities and warehouses. Pest control is applied at the Tannery location quarterly.

3.0 Responsibility

Quality Unit will be responsible for approving the pest company retained under contract, overseeing the work done by the pest management company and reviewing and maintaining all documentation.

Maintenance Department will be responsible for setting up the treatment schedule.

All Employees will be responsible for reporting any pest activities to the Quality Unit or Maintenance department.

4.0 Safety Considerations

All Contractors/Service Personnel are expected to observe all safety rules and regulations while on Giles Chemical property. This includes wearing safety glasses and/or steel toed boots/shoes while on the premises or in the buildings that require these items.



Safety is a condition of employment/contract work. Employees/contractors are not authorized to work in an unsafe manner and are prohibited from harming the environment or the facility or community.

5.0 Materials/Equipment

The pest company under contract will provide all equipment and liquid pesticides for maintaining the pest control (at the cost agreed to in the contract).

Controlled Document

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6.0 Procedure

6.1 Types of Control

Rodent Control

Exterior- Openings shall be screened or sealed to protect against pests. All bait stations are to be fixed or marked to a location to prevent movement. A certified pest control company will be contracted to clean, inspect, and service all bait boxes a minimum of 1 time per month. Bait will be replaced as needed. Any activity will be recorded in the Pest Report.

Interior- All exterior doors will have traps placed on either side of the doorway inside the facility. All traps are to be fixed or marked to a location to prevent movement. Tin cat and/or trap stations will be checked a minimum of 1 time per month by pest control company. Additionally, tin cat and/or trap stations will be checked once on a weekly basis during the Safety and Housekeeping audit. Any activity will be recorded in the Pest Report or on the *Pest Log (Q12-PR-100-F009)*.

Note: Any conditions noted by pest company for pest harborages or conditions susceptible to pest infestations shall have documented corrective action implementation.

Interior Insect Control

Only low odor, no odor, or organic products are used.

- Restrooms, break areas (crack and crevice-baseboard) are treated quarterly.
- Plant interior (crack and crevice – baseboard) is checked and treated (if needed) during each monthly visit.
- Office space is treated as needed or at least quarterly.



Note: Giles Chemical is an FDA registered facility and any chemical used in the production areas must be listed with, and used in accordance with, the U.S. Federal Insecticide, Fungicide and Rodenticide Act. All chemicals must be approved by the Quality Unit before use.

Exterior Insect Control

A perimeter treatment is performed around the buildings with a residual insecticide each quarter or more often if needed as indicated by the *Pest Log*. Only products approved by the Quality Unit are used for these areas as well. Only low odor, no odor, or organic products are used.

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6.2 Service

The pest company under contract has a treatment schedule and will show up on the scheduled dates to perform pest treatments and maintenance. Pest company will call in advance if they need to reschedule. Upon arrival the pest contractor must:

- Call a member of the Quality Unit to meet with them before any work is preformed. The Quality team member will double check that the treatments are the same ones as agreed upon in the contract and give the go ahead, this will be documented on the work receipt from the company under contract. The team member may follow the pest contractor around the facility to spot check that all tasks are preformed as stated in the contract.
- When the pest contractor has completed the treatment he/she will again call a member of the Quality Unit to complete the final sign off of the documentation of the work completed.

6.3 Record Keeping

After the pest contractor has completed treatment and all paperwork has been properly signed:



- A copy of the Pest Report shall be kept and filed in the Pest Control notebook.
- The work receipt shall be passed on to the accounting office or mailed to accounts payable by the pest company.
- If the pest logs show unusual pest activity the Quality Unit may call the pest contractor for an additional treatment in the area of concern.
- If for any reason the pest control maintenance is not preformed on schedule, the Quality Unit will complete a *Deviation Report (Q13-PR-100-F024)* and file a copy in the pest notebook, as well as, with the records of all deviations.

Included in the Pest Control notebook will be:

- Current copies of certification cards for any personnel doing work at the plant sites.
- Copy of Licensee's current license.
- Insurance Certificates covering General Liability and Worker's Compensation.
- Map of each facility with layout of bait boxes and traps.
- Report(s) of all work done by the contracted company for each building and signed by the Quality Unit (Initials). This will include a status record for each pest station.
- Pesticide MSDS sheets (and labels if available) for any pesticide used on site.
- *Pest Log* - showing "trending" of times, of the year, pest presence may spike and additional treatments may be needed. The Quality Unit will decide and schedule if extra treatments are needed.

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NOTE: Records of all pest management will be kept in the Pest Notebook, in the Quality Unit Lab, for a period of one year and then filed for a minimum of three years in the cGMP Library.

7.0 Reference Documents

<i>Pest Log</i>	<i>Q12-PR-100-F009</i>
<i>Deviation Report</i>	<i>Q13-PR-100-F024</i>

8.0 Change Information

Entire procedure updated to modernize process in accordance with cGMP.

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