



**Division of Research  
Comparative Medicine**

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**SOP # 108****Title: Pest Management Program**

**SCOPE:** This SOP is applicable to all Comparative Medicine personnel involved in pest management and pest control procedures. All personnel are to adhere to this and all other relevant SOPs, and to perform this procedure only if properly trained.

**SOP OWNER:** Facility Manager (FM)

**PURPOSE:** To outline the procedures for preventing insect or other pest infestations by routine preventative pest management measures as well as to correct any specific problems discovered during routine inspection in the vivaria and outside the perimeter of the vivaria.

**LOCATION:** All Vivaria

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1. References

- a. The Guide for the Care and Use of Laboratory animals. Pg. 74, 87, 110
- b. Occupational Health and Safety in the Care and Use of Research Animals, National Research Council, 1997, National Academy Press, Washington, DC, pgs. 71-72, 84, 89-90, 104-105

2. Responsibilities

- a. This SOP applies to all Comparative Medicine personnel working inside the vivaria.
- b. Lab Animal Technician (LAT)
  - i. Observe sticky traps daily for live or excessive pests. Be observant of any pests in the animal facility. Check off *Daily Room Check Sheet* and report any abnormalities to FM.
  - ii. Feral rodents or other animals captured in sticky traps will be removed expediently for humane care and disposal.
- c. Facility Manager (FM)
  - i. FM is to ensure appropriate training is provided to personnel.

- ii. Source pest control contract providers and coordinate pest control vendor services.
  - d. Training Coordinator
    - i. Provide appropriate SOP and hands-on training to personnel.
    - ii. Verify competency.
    - iii. Reassign training on a frequency sufficient to retain competency.
  - e. Director/Veterinarian
    - i. Ensure appropriate training is identified and the particular Comparative Medicine or other FAU personnel to complete this training. Provide necessary resources for pest management.
- 3. General
  - a. To reduce risk of contamination from pathogens harmful to laboratory animals, pest control measures are to be applied to protect research animals from feral rodents or other pest sources of contamination.
  - b. Animals found in sticky traps are to be removed and disposed of according to procedures outlined below.
  - c. All wild rodents are potential sources of zoonotic disease and should be handled with extreme caution by trained personnel.
- 4. Materials
  - a. Humane rodent bait stations
  - b. Sticky traps
- 5. Safety
  - a. Feral or laboratory rodents found inside vivaria pest stations can be aggressive. Additional hand covering PPE or a towel could be an additional layer of hand protection.
  - b. If an animal (snake or feral rodent) is heard or seen entering an external vivaria pest station, never open any pest station. Immediately inform your supervisor of your observation.
- 6. Procedure
  - a. Routine Pest Management
    - i. Pest management service representative(s) shall adhere to the following:
      - 1. Adhere to the proper sequence of areas to inspect during routine monitoring.
      - 2. Review the site inspection findings with the Facility Manager or designee.
      - 3. Must wear PPE according to the SOP# 101.
      - 4. Receive training on SOPs pertaining to the pest management task.
      - 5. Complete inspection report forms and deliver completed documents to the FM.
    - ii. The FM will:
      - 1. Coordinate the activities of the pest management service representative to assure proper treatment of areas scheduled.
      - 2. Pre-approve non-routine spraying or use of supplementary traps or station.
      - 3. Assign responsibility to personnel to check daily all sticky traps for pests and clean if necessary.

4. Inspect log sheet to verify task performance.
- iii. .
- iv. At least once per day, CM personnel will check all inside vivaria sticky traps. At least once per month, Pest Control personnel will change sticky traps and check bait stations for sufficient bait, and clean if necessary.
- v. At any time during pest control station inspection, the Lab Animal Technician will:
  1. Replace damaged sticky traps.
  2. Replace missing sticky traps.
  3. Report infestation or animal capture to FM and/or Veterinarian.
  4. Speak with the FM and Veterinarian for review and potential health testing of any animals caught in a pest control station.
- vi. Infestation control and corrective action:
  1. Person making pest observation will document it on the *Health and Environment Sheet* and report it to the FM. The FM and/or Veterinarian will recommend a method(s) to correct the problem independently or in consult with a pest management professional.
  2. Personnel will be informed of procedural changes, if necessary.
7. Record Keeping
  - a. Personnel will document sticky trap checks on the *Daily Check Sheet*
  - b. Pest infestation or observation, requires documentation of the observation and corrective actions taken and noted on the *Health and Environment Check Sheet*. Observations are initialed by the person performing the task.
  - c. If a loose rodent is found, see *SOPXXX* for further instructions.

| Review Date | Revision Date | Revision Number | Description of Revision |
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