

This document provides guidance in the implementation and maintenance of pest control program for buildings and facilities at a GMP Site and Logistics Centres that are used for production, testing, or storage of the following:

Raw Materials, Starting Materials, In-Process Materials, Intermediates, Active Pharmaceutical Ingredients (API), Drug Products, Over-The-Counter (OTC) Products, Cosmetic products, Biologics, or Medical Devices.

1. Each Site Pest Control Program should be supervised by a qualified Site Pest Control Coordinator who should ensure that the program is coordinated among departments, the Site Quality Team and any contracted pest control service employees allowed on Site.
2. Chemical Application should be restricted to areas not used for production, testing, and/or storage of items listed above without prior written approval of the Site Quality Team.
3. Contractor Employees Applying Pesticides should be accompanied by a Site employee escort when pesticides are applied in areas of potential product exposure or in production areas.
4. All Pest Control Treatments and Inspections should be recorded and the records maintained in a manner approved by the Site Pest Control Coordinator. Records should display the location, date, and time of treatment or inspection, the chemicals applied, traps and equipment inspected, the name of the individual making the application or inspection, and, when an escort is required, the name of the Site employee who served as escort.
5. The Frequency of Inspection of Rodent Traps Inside Buildings used for production, testing, and/or storage of items listed above and rodent traps used outside such buildings should not exceed one month.
6. The Frequency of Inspection, Emptying and Cleaning of Bug Lights should not exceed one month. Inspection frequencies should be increased whenever conditions, such as seasonal increases in insect population, warrant it. Bug light bulbs should be changed annually and positioned to avoid attracting outdoor insects toward the building.
7. Where Installed, Air Curtains should be tested for proper performance upon installation. Periodically, at least monthly, air curtains should be inspected to confirm they are operating properly. One example of verifying proper operation is the paper test (open the door, stand outside, toss paper and it should come back to you).