Powell River Action Centre Society Food Bank (PRAC Food Bank)
Food Operations and Safety
Policy 2024

Operational Controls – Pest Management

The PRAC Food Bank policy on Pest Management is as follows:

1. Weekly inspections are made at the Food Bank, both inside and outside, looking for signs of rodents or insects.
2. A checklist is completed while the inspection is taking place, noting anything different form the previous week.
    a. Chewed baggies,
    b. Rodent droppings
    c. Nests and/or Odors
3. The checklist is attached to this policy
4. The inspections are done by internal staff and volunteers.
5. If signs of infestation are present, a professional will be called to set and monitor traps. It will be paramount that any device used does not compromise the safety of the food.
6. Detailed records will be kept.
7. All rodent/insect activity will be immediately reported to the Food Bank manager.

Checklists are stored as hard copy and are available for perusal on request.

Any records of professionals being used will also be kept as hard copy and stored with the checklists.

This policy will be reviewed annually by the Policy Committee and updated as needed.

Powell River Action Centre Society Food Bank

Pest Management Checklist - 2024

DATE: _____ Checked by: _____

Outside:

1. Around the perimeter of the door No sign of pests___. Sign of pests_____
    a. If signs found – what are they_____
2. Under the stairs outside No sign of pests___. Sign of pests_____
    a. If signs found – what are they_____

Inside:

1. Under all tables and desks No sign of pests___. Sign of pests_____
    a. If signs found – what are they_____
2. Under and behind all fridges and freezers No sign of pests___. Sign of pests_____
    a. If signs found – what are they_____
3. Under all shelving units No sign of pests___. Sign of pests_____
    a. If signs found – what are they_____
4. In the washroom No sign of pests___. Sign of pests_____
    a. If signs are found – what are they_____