

MuseumPests.net

A Product Of The Integrated Pest Management Working Group

PROCEDURES TEMPLATE: Remediation

- *This document is one of a series of templates to assist you in writing IPM procedures for your collection and/or institution. This template relates to remediation.*
- *If you already have a standard institutional procedure format, this document should follow that same formatting.*
- *Remember that if your institution already has a collection management policy or other relevant policies and procedures in place, you must be careful to ensure that these procedures do not conflict with these.*
- *Unlike policy documents, procedure documents deal with the details of how the policy will be implemented. You should provide enough detail to allow staff working on pest management activities to implement the procedures.*
- *The section headings in this template are primarily for your guidance in setting out the main topics that will need to be covered. You may choose to dispense with section headings altogether in your document, or to limit their number.*

Overview

This should be a brief statement setting out what the document will cover. In this case, the document will set out the procedures that should be followed in the event that you discover or suspect an infestation.

Introduction

The introduction should place this document in the context of the institutional IPM policy. It should include a general definition of remediation and a statement about its importance as an integral part of a successful IPM program. For example, “‘Remediation’ covers the actions that should be taken if an infestation or suspected infestation is discovered and who is responsible for these actions. Evidence of an infestation can include live or dead pests, including the presence of frass, casings, cocoons, or cast-off larvae skins. Evidence also includes recent damage to collections items themselves. If an infestation or suspected infestation is discovered, affected items should be isolated. Pests or pest evidence should be collected and identified. Designated staff should clean and monitor area where infestation was found; determine and carry out appropriate pest eradication treatment(s); and document the incident and any remedial actions taken.”

Roles and Responsibilities

This section should identify the staff members responsible for remedial actions following an infestation, including:

- *Who will be responsible for monitoring collections for signs of infestation and reporting infestations? [cross-reference to **Monitoring** procedures]*
- *Who will be responsible for remedial actions, including:*
 - *Isolating infested items capturing pests*
 - *Identifying pests designating and carrying out treatment procedures to eliminate pests, including removal of evidence from collections items once treatment has been performed*
 - *Documenting and reporting infestations*
 - *Cleaning collections areas following an infestation*
- *Who will be responsible for follow-up after an infestation?*

Training

- *Will staff be trained to perform remediation activities?*
- *If so, who will perform the training?*
- *How often will training be revisited?*

Documentation

Describe any documentation that will be associated with these procedures and how it will be used.

Remediation Procedures

Describe step by step procedures for responding to an infestation or suspected infestation, including

- *Isolation of infested items.*
- *Capture and identification of pests*
- *Determination of appropriate treatment for collections items [for more information please see the Treatment Fact Sheets also on the museumpests.net website]*
- *Execution and documentation of treatment housekeeping: immediate and follow-up [cross reference to **Housekeeping** procedures]*

Revision/ Review

It is important to have regular reviews of these procedures to ensure that they are achieving desired results. The document should be reviewed at regular intervals to make sure that it is up to date and to ensure that modifications have been inserted. Specify the interval for review and identify the person responsible for the review process.