

MuseumPests.net

A Product Of The Integrated Pest Management Working Group

PROCEDURES TEMPLATE: Climate Control/Water Sources

- *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 control of climate and water sources.*
- *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 for controlling the environment of collection and exhibit areas, including sources of water.

Introduction

The introduction should place this document in the context of the institutional IPM policy. A general definition of climate and water source control and a statement about their importance in the context of a successful IPM program should be included in this section. For example, "Controlled storage areas are ideal habitats for most insects since they are generally dark, undisturbed areas with stable temperatures and relative humidity (RH). In many cases, they provide optimal conditions for pests, along with rich and plentiful food sources. Controlling temperature and RH play a large role in the control of pests. However, once rich food sources are discovered, insects will and can readily adapt to various types of environments. While light is not an attractant for many pests, it does play an important role in the mating of some species. Many pests are attracted to damp areas. Sources of water, leaks, and standing water will create likely pest habitats."

Roles and Responsibilities

- *Who will have primary responsibility for dealing with environmental issues?*
- *Who will they report to and how often will they do so?*
- *What other staff members will be involved?*
- *How will their efforts be coordinated?*

Training

- *What staff training will be needed to implement these procedures?*
- *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.

Environmental Monitoring/ Data Collection/ Analysis

- *Describe the tools and equipment that will be used to record, analyze, and report environmental data.*
- *Who will be responsible for correlating environmental data with IPM data- Will this be the same person or different people working together? [cross-reference to **Monitoring Procedures** document]*
- *Follow up actions: consider what steps will be taken if deleterious environmental conditions are found*

Visual Inspection

- *Set up a routine schedule and make additional rounds when problem is suspected*
- *Plan a route, making high-risk areas a priority and sections where there are:*
 - Exterior walls*
 - Windows*
 - Heating, drainage, and water-supply pipes*
 - Kitchens*
 - Roof Leaks*
 - Standing water*
 - Climate systems/ any system with water supply lines*
- *Create written records of inspections and take photographs to include as documentation data*

Data Storage/ Analysis/ Reporting

- *How will the hard data be stored, catalogued, and retrieved?*
- *Will the data be easily accessible to other staff, managers, etc?*
- *How will the data be displayed? Graphs, charts, maps, scatter plots, etc.*
- *Will reports be produced on a regular schedule, or only when there are suspicions and incidents?*
- *Define how the reports and data will be useful: to monitor HVAC systems, track ongoing problems, and to aid in anticipation of potential risks and disasters*

Actions

- *Consider advice, repair, renovation, and project work if climate conditions need to be improved- who will do this?*
 - In-house staff*
 - Consultants*
 - Engineers*
 - Contractors*
- *Define and balance costs and budget- is it feasible and practical?*
- *Develop outline of when and how work will be done*

Revision/Review

It is important to revisit the procedural document at regular intervals to ensure that it is up to date and to incorporate amendments that have arisen from your experience of implementing the procedures. You should specify the intervals at which the procedures will be reviewed, who will be responsible for initiating the review, and who will be involved.