

MuseumPests.net

A Product Of The Integrated Pest Management Working Group

PROCEDURES TEMPLATE: Monitoring/Data/Analysis

- *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 monitoring, collecting, and analyzing pest data.*
- *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 those documents.*
- *Unlike policy documents, procedure documents deal with the details of how the policy will be implemented. It 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 monitoring the effectiveness of the integrated pest management program, included how data will be collected, analyzed and presented.

Introduction

The Introduction should place this document in the context of the institution's IPM policy. Explain why monitoring, data collection, and analysis are important for IPM. For example, "monitoring and analysis of pest occurrences in the collection areas and surrounding spaces over time is essential to measuring and fine-tuning the effectiveness of the pest management program."

Roles and Responsibilities

- *Who will have overall responsibility for the monitoring program.*
- *Who will they report to and how often will they do so?*
- *What other staff members will carry out the program?*
- *What aspects of the program will they be responsible for?*

Training

- *Briefly describe the types of training that staff will need in order to carry out the program.*
- *How often will training occur?*
- *Who will be responsible for ensuring that staff are trained?*

Monitoring

- *How will the IPM program be monitored?*
- *Will traps be used and, if so, what kind of traps (sticky, pheromone, light, pitfall, break-back, etc.)?*
- *How many traps will be used and where will they be placed?*
- *Will direct observation be used?*
- *Will the observation be proactive (e.g. regular monitoring) or reactive (e.g. incident reports)?*
- *Will other aspects of the collection environment be monitored as well (e.g. temperature, light, relative humidity)?*

Data Collection

- *What types of data that will be collected (e.g. pest species, category of threat, life cycle stage, number of individuals etc.).*
- *How often will these data be collected?*
- *What method(s) will be used to collect data (e.g. paper sheets, direct entry into spreadsheet or database, bar coding of common data categories, etc.)?*

Documentation

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

- 1) *other procedural documents.*
- 2) *relevant institutional policy documents relating to IPM, collection management, security, etc.*
- 3) *other relevant documents external to the institution, e.g. relevant professional standards.*

Data Storage

- *Explain how the data will be stored and retrieved – paper files, spreadsheets, or a database? For electronic information, how will it be backed-up?*
- *Who will have access to the data? Who will be responsible for controlling access?*

Reporting

- *What will be the main categories of information covered in the reports?*
- *How will the data be analyzed to generate this information?*
- *How will the information in the reports be displayed (tables, graphs, maps, etc.)?*
- *Will reports be produced on a regular schedule or only when incidents occur?*
- *If reports are issued regularly, what should the frequency of reporting be (weekly, monthly, bi-monthly, six-monthly, or yearly)?*

Revision/Review

It is important to revisit this 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. Specify the intervals at which these procedures will be reviewed, who will be responsible for initiating the review, and who will be involved.