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A Product Of The Integrated Pest Management Working Group

POLICY DOCUMENT TEMPLATE

> o *This document is a template to assist you in writing IPM policy documents for your collection and/or institution.*
> o *If you already have a standard institutional policy format, then you need to make sure that your policy follows that formatting.*
> o *Remember that if your institution already has a collection management policy or other relevant policy documents in place, you must be careful to ensure that your IPM policy does not conflict with these.*
> o *Policy documents frequently require approval at the Board level and so should be as concise as possible – wherever possible, you should avoid talking about the details of <u>how</u> the policy will be implemented (these should be covered in a separate procedures document).*
> o *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.*

Objective *[or]* Scope

This should be a <u>brief</u> statement setting out the scope of the document. For example, a food control policy document might begin with a statement that "This document is intended to set out the policy of [institution name] regarding the consumption of food and drink in public and non-public areas."

Introduction *[or]* Justification

In this part of the document, should briefly define what IPM is, and why pest management is important for your collection and/or institution.

Applicability

This section should set out whom the policy will apply to. The document should clearly identify a staff member who will have primary responsibility for ensuring compliance with the policy for the collection and/or institution. This person will delegate accordingly.

This section should also include a general statement of the roles and responsibilities of staff, volunteers, contractors (including caterers) in respect of the policy. More detailed information on individual responsibilities should be covered in procedure documentation.

Support [and/or] Budget

In this section, include a statement that the institution will provide appropriate support for the pest management activities of its staff and that adequate funding will be allocated. You may also specify the person or group responsible for ensuring that such funds are available.

Training

This section should emphasize the need for staff to go through regular and appropriate training; it may be as brief as a short statement to this effect. If a training program is to be set up as part of the policy, this should be noted. Details of training should be dealt with in procedure documentation.

'Best Practices'

This section should include a statement that appropriate control measures and programs will be put in place. If there are particular community-wide professional standards or best practices that apply to this policy document, they should be noted here as part of a statement that the institution will at all times follow them in the application of the policy.

Monitoring

This section should not contain the details of the monitoring program (e.g. trapping, observation, etc.), which should be covered in procedures documentation, but a statement of how the efficacy of the policy will be assessed.

Remedial Action

This will be a statement of the actions to be taken to remedy failures of the policy – e.g. dealing with a pest outbreak. If you want to enforce a policy that specifically excludes chemical treatments, this is where it should sit. As before, you should avoid going into specifics, which can be covered in procedural documentation.

Documentation

A list of the documentation that is linked to the policy may be included in this section of the policy along with 1) other relevant institutional policy documents relating to IPM, collection management, security, etc., 2) procedural documents that lay out the specifics of the policy's implementation and 3) other relevant documents external to the institution, e.g. relevant professional standards.

Revision/Review

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