

MuseumPests.net

A Product Of The Integrated Pest Management Working Group

PROCEDURES TEMPLATE: Control of Food/Live Plants/Catering

- *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 the control of food, live plants, and catering activities.*
- *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. 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 activities relating to catering, food, and the presence of live plants, so as to ensure that shelter and food for pests in the collection is minimized.

Introduction

The introduction should place the document in the context of the institution's IPM policy. Explain why controlling food and live plants are important for IPM.

Roles and Responsibilities

- *Who will be responsible for dealing with the control of food and live plants?*
- *Who will approve caterers, florists, etc.?*
- *Who will be responsible for ensuring that the contractors comply with institutional procedures?*

Training

- *Will any specific training be required for implementation of these procedures?*
- *If so, who will perform the training?*
- *How often will training be conducted and revisited?*

Documentation

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

Control of Food

Describe how food will be controlled in your institution. This can be broken down into smaller categories:

- *Everyday food (staff and visitors): this may include education, providing food storage options (fridges, lockers, etc.), limiting consumption and storage to designated areas (away from collection/exhibit areas), good housekeeping etc.*
- *Special Events (catered): This may include using approved, trained caterers, limiting catered events to designated areas, good housekeeping etc.*

Control of Live Plants

How will live plants be controlled in your institution? This can be broken down into smaller categories:

- *Day-to-day operations: this may include banning potted plants from the building, limiting the use of window boxes, preventing vegetation from encroaching the perimeter of the building, etc.*
- *Special events: explain how your institution will control the live plants that may be used. This may include having a list of approved florists (who use pesticides), limiting events that use live plants to designated areas, inspecting plants before they are brought in, ensuring they are removed promptly after the event, etc.*

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 the review process.