Integrated Pest Management:

**SUMMARY OF YOUR RESPONSIBILITIES**

- **Be aware what risk zone you are in and follow the protocols accordingly.** The risk zone and associated protocols are posted on perimeter doors.
- Only consume food in designated areas.
- Maintain a tidy personal workspace that permits effective cleaning.
- Report any signs of pests straight away (*details below*)
- Please keep the windows closed, even during hot and sunny weather.
- Keep the doors of collection cabinets shut and locked, except for immediate access.
- Never rescue items from the colonnade (or wherever) and bring them into the collections areas as they may be infested!
- Keep personal supplies of coffee, sugar, tea etc. secure from pest attack.
- Avoid bringing cut flowers, potted plants or other foliage into collections or laboratory areas, *and be aware that if you store specimens or library material in your office it is in effect a collections area!*
- Ensure that work-associated live cultures are only kept in designated facilities.
- Ensure that the contents of all in-coming parcels are assessed and unwanted packaging material discarded or appropriately stored in the departmental packaging room. Note that the same treatments and restrictions apply to hand-carried infestable items, whether carried by staff or visitors.
- Be aware of the pest-carrying potential of ancillary items – for instance, used collecting equipment – and ensure that no such items are brought into the collection environment prior to effective treatment.

**IMPORTANT CONTACTS FOR ADVICE OR HELP:**

1. **Mice/Rat Sightings** (Dead or Alive): please call Estates Management helpdesk (extension 6000)

2. **Major insect pest** infestations particularly in collection areas call the departmental IPM representative (Dave Smith – email ds, call extension 5163) or the IPM co-ordinator (Adrian Doyle – email amd, call extension 5116) in the case of extreme infestations.