

MuseumPests.net

A Product Of The Integrated Pest Management Working Group

PROCEDURES TEMPLATE: Preventing Access

- *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 preventing access.*
- *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 procedures for limiting the introduction of pests to the collection, by processing all incoming material, including intra-institutional transfers, and by maintenance of the building envelope.

Introduction

This should be a general introduction to the principles of limiting access and explain why controlling access of pests to the collection is an integral part of a successful IPM program.

Roles & Responsibilities

Who will be responsible for controlling access? Identify roles and responsibilities of different staff members and who they report to. When multiple individuals have primary roles, their efforts need to be coordinated and consistent procedures need to be incorporated in a variety of policies ranging from incoming loans, to building maintenance contracts, to exhibit installation guidelines. Consideration could be given to training and ways to enforce policy.

Documentation

What documentation is associated with these procedures and how it will they be used? For example, records of historic problems could help identify areas of high risk. Signage, declarations, condition reports, outside contractor work requests, maintenance logs, IPM logs could be useful to track adherence to procedures.

Training

- *What staff need to be trained in order to ensure control of access?*
- *Who will perform the training?*
- *How often will training be revisited?*

Building Maintenance/Alteration

- *Set a schedule for the building to be regularly checked for faults/possible sites of entry/potential areas of pest harborage.*
- *What are the limitations of the building and to what extent can it be improved to limit pest entry—e.g. mesh over windows, vents, elimination of dead spaces, bristle strips? If possible, set a schedule for these improvements.*
- *Describe the mechanisms that will be put in place to ensure that maintenance work is coordinated with the collection staff.*
- *Are maintenance staff aware of IPM procedures? [see also the **Training** Section]*

New Construction

- *Set out procedures for ensuring adequate pest control during construction projects. How will the general contractor and subcontractors be held responsible for pest control on site during construction? How will the surrounding areas be monitored to ensure that displaced pests are not entering?*
- *Specify which IPM considerations need to be taken into account in the design of new buildings, storage areas, cupboards, containers, materials used, etc.*
- *Set design criteria for ease of room cleaning; access to exhibit specimens for condition checks; seals on cabinets and cases; and building layout (e.g. place processing rooms near loading docks).*

Use of the Building

- *Should the different areas of the building be re-assessed in terms of their purpose and/or proximity to high risk material?*
- *Can routes for carriage of materials through the building be planned to minimize risk? Are foot traffic routes monitored to discourage unnecessary exposure of collections to potential pests?*
- *Describe how users of the building will be made aware of the risks and regulations e.g. signage.*
- *How are the loading docks managed, especially if they have multiple uses, such as incoming collections as well as catering/food?*
- *What attractant materials need to be removed or secured: e.g. bark in exhibition cases, packing materials in storage areas?*

Processing Incoming Material

- *Consider all types of materials, including packing and shipping material, and not just collections items.*
- *Set out step-by-step procedures for processing material coming in as a loan, returned loan, new acquisition, etc.*
- *Describe step-by-step procedures for dealing with incoming non-collections material (e.g. office supplies, gift shop goods, building materials).*
- *Explain how incoming material will be inspected, isolated, and processed before preventive treatment (e.g. freezing, CO₂)*
- *How will material that cannot be treated, such as computer equipment, be assessed?*
- *Explain how treatment of incoming objects will be built into the timescale for exhibitions.*
- *Describe how visitors, potential donors, etc. will be made aware of the IPM procedures and timeframe of object treatment*

Intra-Institutional Transfer

This may involve movement of any material within regions of the same building, between a main building and storage facilities, between storage facilities, between different sites.

- *Explain how the routes of transfer will be assessed for risk of pest contamination or introduction.*
- *If there are different levels of risk, e.g. climate variance or susceptibility to introduction of pests, between the two different areas, describe how these risks will be addressed.*

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 for the review process.