

# *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.*