



Integrated Pest Control Management Program

AzSPU-HSSE-DOC-00279-2

Authority:	Az SPU Health Manager Almaz Agazade	Custodian:	Az SPU Environmental Health and Hygiene Lead Eldar Yarmamedov
Scope:	Az SPU All Operations	Document Administrator:	Document Asset Technician Name
Issue Date:	03.03.2009	Issuing Dept:	HSE & TD / Central Health
Revision Date:	03.03.2009	Control Tier:	2
Revision Date:	03.03.2010		
Next Review Date:	03.03.2011		

1. Purpose

The purpose of this document is to describe the provisions for implementation a comprehensive program approach that integrates pest control services, maintenance and housekeeping.

This method of pest control is often referred to as Integrated Pest Management (IPM). The primary goal of an IPM program is to prevent pest problems by managing the facility environmental make it less conducive to pest infestation. Along with limited applications of pesticides, pest control is achieved through proactive operational and administrative intervention strategies to correct conditions that foster pest problems.

IPM is a strategy-based service that considers not only the effectiveness of the program's components but the risk assessment based approach. Implementation of this program will prevent or manage pests that may transmit disease, damage property, structures, or material.

This controlled document applies to Azerbaijan Strategic Performance Unit (Az SPU) engaged in the exploration, drilling, production and transportation of oil; including all related activities.

2. Definition

Integrated pest management (IPM) means a process for managing pest populations that includes the following elements:

- Planning and managing ecosystems to prevent organisms from becoming pests.
- Identifying pest problems and potential pest problems.
- Monitoring populations of pests and beneficial organisms, damage caused by pests and environmental conditions.
- Using injury thresholds in making treatment decisions.
- Suppressing pest populations to acceptable levels using strategies based on considerations of:
 - ✓ Biological, physical, cultural, mechanical, behavioral and chemical controls in appropriate combinations.
 - ✓ Environmental and human health protection.
 - ✓ Evaluating the effectiveness of pest management treatments.

Animal euthanasia - (Greek, "good death") is the practice of killing an animal, in a painless or minimally painful way, for merciful reasons, usually to end their suffering.

Chemical control - IPM does not eliminate the need for pesticides, and they should be used when necessary. Only trained personnel should apply pesticides. Application of restricted-use pesticides requires certification, and it may be practical to hire a professional exterminator.

Disinfection – The reduction of pathogenic micro-organisms to a level accepted as being safe for human health according to current scientific understanding

Disinsection – The process of application of chemical substances (insecticides) that kill insects.

Deratization – Rodents control measures involves the use of toxic rodenticides.

Inspection (monitoring) -Thorough inspection of the entire plant by an expert to objectively identify pest problems is recommended. A written analysis should be provided, with details on problem areas within the plant. Inspections should be conducted at a predetermined frequency. For a small processor, it may be cost-effective to hire a pest management specialist.

Mechanical control - These are non-chemical means that stop pests or prevent infestations. We have covered several means, such as sticky traps, electronic fly traps, needle strips, etc. Storage insects can often be controlled by temporarily raising or lowering ingredient temperature or reducing moisture content to levels at which insects cannot grow.

Pest is an injurious, noxious, or troublesome living organism, but does not include a virus, bacteria, fungus, or internal parasite that exists on or in humans or animals. Usually pest is insects, rodents, nematodes, fungus, weeds, snakes, birds or other form of terrestrial or aquatic plant or animal life that is injurious to health or the environment.

Physical control - A standard of cleanliness must be established, with direct accountability for cleaning. This includes all areas inside and around the outside of the facility. Exclusion practices combined with routine inspection and repair restrict the ability of pests to enter and move from place to place in the plant. Some examples of these practices would be proper landscaping, adequate door seals, no entrances from outside directly into the processing area, and proper placement of dumpsters.

Recordkeeping - The documentation of each performed activity. These records must be accurate, up-to-date, and include inspection for evidence of pests in each plant area.

Responsible individuals - The person(s) who are charged with performing pest control procedures and recordkeeping. Also, the supervisor responsible for signing off on reviewed records.

3. Principles

The principles of pest control are following:

- Use an ecological approach to vegetation and pest management that strives to reduce reliance on pesticides as well as integrate preventative measures and alternative control technology.
- Minimize the risk to human health and the environment.
- Consider cost-effectiveness and operational feasibility.

- Consider community values.
- Take a leadership role by educating citizens and private landowners about, and promoting an environmentally-sound, integrated approach to pest management.
- Apply IPM principles when planning, designing, constructing and renovating projects.
- Ensure accountability in pesticide use through a regular reporting system.
- Applying sparing and humane methods of the best international practice

4. Roles and Responsibilities

Health Manager (CAM or Designee) shall

- Periodically review and update this program.
- Assess and evaluate pest control contractor and its compliance with the requirements as outlined in this document and best international standards.
- Ensure that pest risk assessment is conducted and frequency of pest control is agreed.
- Ensure the ongoing monitoring and assessment of the adequacy of the existing pest control provisions.
- Ensuring lessons learned and best practices are communicated between operational sites.

Central Health Advisor (Technical Authority assigned by Health Manager)

- Review and maintain this program.
- Provide support in pest risk assessment implementation.
- Ensure that pest control contractor's procedures are in line with this program.
- Review and audit pest control contractor activities to ensure acceptable standards are being applied and all relevant Environmental aspects encountered
- Providing information and advice on new / forthcoming legislation or measures to improve pest control services.

Operations Health Advisor

- Co-operate with technical authority in implementation of Pest Control Management program.
- Provide Health Manager with relevant information regarding contractor's pest control activities within Operations.

- Jointly with site representative(s), nominee(s) and pest control contractor conduct generic pest control risk assessment.
- Regular monitoring of pest control contractor performance.
- Ensure that pest control contractor personnel are medically fit for task.
- Support respective sites in Pest Control Management issues.

Site Representative / Nominees

- Be responsible for implementation of this program on-site.
- Jointly with Operations Health Advisor and pest control contractor conduct generic pest control risk assessment.
- Control the frequency and efficiency of site pest control activities and maintain the records of pest control (Log book).
- Ensure that pest control pre-cautions and recommendations on design, repairing, maintenance and housekeeping of the facility are in place.
- Ensure that site emergency services (fire/medical/security) are aware of the hazards of chemical being used and stored on the site, so that proper precautions can be taken in the event of fire, spill or accidental poisoning involving hazardous chemical.
- Ensure that pest control work is completed and “Pest Control Work Completion Form” or “Waste Transferal Form” is signed.

Site Manager

- Nominate site representative responsible for implementation of “Az SPU Integrated Pest Control Management Program” on-site (see above).
- Ensure that “Az SPU Integrated Pest Control Management Program” is implemented on-site.

5. Scope

The following matters should be considered when selecting a pest control contractor:

- Services provided by pest control contractor shall be in compliance with BP Az SPU Integrated Pest Control Management Program.
- Pest control contractor shall undertake a complete pest survey across BP Az SPU facilities and provide a clear report of recommendations and actions required. The contractor should detail pests covered, frequency of visits and report pest control activity, arrangements for

additional treatments, including emergency response, preventive measures and get approval of technical authority.

- Contractor shall periodically complete a pest risk assessment as part of the contract and provide the relevant Material Safety Data Sheets and demonstrate knowledge of COSHH (Control of Substances Hazardous to Health).
- The contractor should provide details of all preparations used, supply a written report on each visit (e.g. survey, risk assessment, pest control activity, additional treatments, etc.) and make any necessary recommendations with regard to proofing, waste disposal, stock control, housekeeping, cleaning.
- The contractor must have sufficient resources in terms of medically fit for task as per “AzSPU Fitness for Task Management Program” (refer to [The scope and frequency for Specific Task Health Assessments, Section 15](#)), appropriately vaccinated, adequately trained and qualified and the necessary equipment to carry out pest control services. It is a requirement for all the contractors’ staff to be trained to a competent level.
- As results of pest survey and risk assessment of pest presence on site, deployment of agreed pest control methods and techniques to remove or repel pests (including insects, snakes, rodents, birds and other animals fall under pest control specification – see definition) from BP Az SPU sites applying sparing methods of the best international practice.
- Storage, transportation, deployment, collection and disposal of pest control substances and equipment.
- Minimization of chemical waste by substituting chemicals by mechanical repellents where/when it is possible.
- Removal and disposal of pest habitats and carcasses (if any) when pest destruction agreed with the Company.
- Removal and disposal of dead birds as requested by Company (see section 9.0).
- Application of humane methods of control over stray animals as requested by Company (see section 8.0).
- Respond to Company request on services provision 24 hours a day, 365 days a year; holidays and employee absences will not disrupt this service.
- Guarantee of the service quality by contractor’s commitment that if any treatment is unsuccessful and is not the fault of client personnel then contractor would return to that location to re-apply treatment free of charge.
- Contractor shall submit to the Company information regarding pest control substances, dosing and methods of their deployment, including the following information:
 - Process for pest control activities on site.

- Hazards to health, safety and environment.
- Risk control measures to applicators and site personnel.
- MSDS (must be provided as a minimum for each substance).
- Technical Data sheets if available.
- COSHH Assessment of substances if available.

6. Recommended Pest Control Frequency by Contractor

Types of methods (disinfection / disinsection / deratisation / snakes frightening), frequency per method and measurement of work (sq. m) shall be specific for each location, identified after pest control survey and joint (Company - Contractor) risk assessment and agreed by Company Technical Authority.

7. Monitoring and Quality Assurance/ Frequency

Location	Frequency	Accountable Person
Onshore sites – along Export Pipelines	Quarterly	Export Pipelines Health Advisor
Sangachal Terminal (ST)	Quarterly	Sangachal Health Advisor
Offshore	Quarterly	Offshore Health Advisor
Office Services	Quarterly	Central Health / Environmental Health Lead / Technical Authority
On-shore sites / ST /Offshore / Office Service	Annually	CAM / Technical Authority

- Quarterly reviews should include a physical visit to construction/operational sites and interviews with personnel and activities that are involved in the program. Compare actual operations with the pest management plan and review relevant records/documentation.
- Annual quality assurance and program review should be performed to provide an objective, ongoing evaluation of Integrated Pest Management activities and effectiveness to ensure that the program does, in fact, control pests and meet the specific needs of the facility program and its occupants. Based upon this review, current IPM protocols can be modified and updated procedures implemented.

8. Stray Animals Strategy

Strategy of Stray Animals Control Management includes following:

- Awareness of personnel.
- Vaccination of exposed personnel (BP and contractors).
- Removal of dead carcasses and utilization by pest control contractor.
- Capture, handling and removal of animals in safe manner. All further actions regarding stray animals based on decision of pest control contractor and site management and will consider the following:

- Removal stray animals to another remote location (location shall be advised by pest control contractor).
- Removal of stray animals with further passing to local branches of State Veterinary Service of Ministry of Agriculture.
- Sterilisation and rehabilitation with further returning back or passing to local branches of State Veterinary Service of Ministry of Agriculture or removal to another remote location (location shall be advised by pest control contractor)
- Animal euthanasia and utilisation by pest control contractor.

In some circumstances (e.g. sterilization, euthanasia, disposal of carcasses, vaccination of stray animals, etc.) formal arrangement between pest control contractor and local branches of State Veterinary Service of Ministry of Agriculture might be required.

For more detailed information please refer to “BP Az SPU Stray Animal Strategy”

9. Dead Birds Disposal Strategy

Please refer to the following documents:

“Safe Disposal of Dead Birds on Remote Onshore Az SPU Sites”

http://docs.bpweb.bp.com/dkAzSPU:/published/hse/azspu/offshore_organisation/logistics/documents/AZSPU-HSSE-DOC-00080-3

“Safe Disposal of Dead Birds on Offshore Az SPU Installations and Vessels”

http://docs.bpweb.bp.com/dkAzSPU:/published/hse/azspu/offshore_organisation/logistics/documents/AZSPU-HSSE-DOC-00079-3

“Safe Disposal of Dead Birds at AzSPU Sites, Offices and Residences in the Absheron Area”

<http://docs.bpweb.bp.com/dkAzSPU:/content/hse/spu/documents/AZSPU-HSSE-DOC-00113-2>

10. Facility Design / Maintenance / Sanitation and Waste Management

IPM issues and requirements should be addressed in a research facilities planning, design and construction. This provides an opportunity to incorporate features that help exclude pests, minimize pest habitat, and promote proper sanitation in order to reduce future corrections that can disrupt operations.

Many pest problems can be prevented or corrected by ensuring proper sanitation, reducing clutter and pest habitat, and by performing repairs that exclude pests. Records of structural deficiencies and housekeeping conditions should be maintained to track problems and determine if corrective actions have been completed in a timely manner and were effective.

Proper waste management and good housekeeping practice are essential in prevention of presence and increase of number of stray domestic animals around the facility and therefore should be strictly followed by all personnel.

12. Communication / Record keeping

Site representatives shall be nominated to accompany pest control contractor personnel on site and monitor service provided (see section 4.0).

Pest control contractor shall complete written report with recommendations and submit to site representative. Site representative will be responsible to ensure that work is completed in accordance with scope of contract and results of risk assessment and "Pest Control Work Completion Form" or "Waste Transferal Form" is signed.

A log book should be used to record pest activity and conditions pertinent to the IPM program. It may contain protocols and procedures for IPM services in that facility, pest control contractor report of provided services, Material Safety Data Sheets on pesticides, pesticide labels, treatment records, floor plans, survey records etc.

13. References

1. BP Az SPU Strategy of Stray Animals Control Management.
2. BP Az SPU Stray and Wild Animals Risk Assessment.
3. BP Az SPU Safe Disposal of Dead Birds Programs.
4. Centres for Disease Control "Sanitation in the Control of Insects and Rodents of Public Health".
5. Centres for Disease Control "Ticks of Public Health Importance and Their Control".
6. Monroe T. Morgan "Environmental Health", third edition.
7. US Armed Forces Pest Management Board "Integrated Pest Management".
8. US Armed Forces Pest Management Board "Installation Pest Management Program Guide".

BP Az SPU Annual IPM Audit Report

Pest Control Company		Site / Location	
Name of CAM		Date	
Name of Camp Boss / Site Representative		Audit performed by	

1. Program Management			Comments
1.1 Pest Management Plan	1.1.1	Is a Pest Management Plan established? Is the plan current and properly reviewed?	
	1.1.2	Is surveillance included in the plan, where appropriate, for target pests/vectors?	
	1.1.3	Do site Pest Management Operations follow a written Pest Management Plan?	
1.2 Contracting	1.2.1	Have contracts for pest control services been reviewed and approved by the CAM?	

	1.2.2	Does Pest control contractor undertake a complete pest survey across BP Az SPU facilities and provide a clear report of recommendations and actions required?	
	1.2.3	Does the contractor's report detail pests covered, frequency of visits and reports, arrangements for additional treatments, including emergency response, preventive measures and quotation?	
	1.2.4	Does the Contractor periodically complete a pest risk assessment as part of the contract and provide the relevant Material Safety Data Sheets and demonstrate knowledge of COSHH (Control of Substances Hazardous to Health)?	
	1.2.5	Does contractor have sufficient resources in terms of trained and qualified staff and the necessary equipment to carry out pest control services?	
	1.2.6	Does Contractor officially licensed to operate? <ul style="list-style-type: none"> • Azerbaijan State License • Certificates of approval for usage of pest control substances by Azerbaijan Government Body • Authorization of Azerbaijan Government Body on disposal of animal carcasses as hazardous waste 	
	1.2.7	Does Contractor available to Company request on services provision 24 hour a day, 365 day a year; holidays and employee absences will not disrupt this service	
2. Program Operations			Comments
2.1 Pest Surveillance and Control Functions	2.1.1	Are important disease vectors present?	
	2.1.2	Are mosquitoes a problem?	
	2.1.3	Is mosquito breeding sites or potential breeding sites present?	
	2.1.4	Are breeding sites located near housing/accommodation areas?	
	2.1.5	Are cockroaches a problem?	
	2.1.6	Are sanitation and/or harborage conditions conducive to cockroach infestation?	
	2.1.7	Are the cockroaches control measures effective?	

	2.1.8	Are flies a problem?	
	2.1.9	Are windows and doors adequately screened and dumpster lids closed?	
	2.1.10	Is waste storage area cleaned regularly?	
	2.1.11	Are all external doors close fitting or adequately proofed? Are external doors to food preparation and storage areas kept closed?	
	2.1.12	Are rodents a problem?	
	2.1.13	Are exclusion (rodent-proofing) measures adequate?	
	2.1.14	If present, have rodent bait stations been serviced, and is there evidence of feeding?	
	2.1.15	Is there an outdoor rodent control program in effect?	
	2.1.16	Are birds a problem? If yes, what species?	
	2.1.17	Are exclusion measures adequate?	
	2.1.18	Describe if any other pest present. What measures are employed to manage this?	
3. Facilities			Comments
3.1 Operational and Storage Procedures	3.1.1	Is a current inventory of pesticides maintained? Is a copy provided to the Site HSE department?	
	3.1.2	Are pesticide containers stored off the floor with access aisles to allow inspection?	
	3.1.3	Is the pesticide storage facility secured to prevent unauthorized entry?	
	3.1.4	Is a change room available for pest management personnel?	

	3.1.5	Are pest control vehicles properly identified?	
	3.1.6	Are vehicles used during pest control operations single purpose?	
4. Health and Safety			Comments
4.1 Fitness to work	4.1.1	Are all pest management personnel medically screened and fit to work in accordance to AzSPU Fitness to Work Program?	
	4.1.2	Are there any diseases that place pest management or other personnel at risk?	
	4.1.3	Is vaccination program implemented?	
4.2 Work Place Monitoring	4.2.1	Is pest control chemicals storage area adequately ventilated?	
	4.2.2	Are appropriate/approved respirators being used when handling pesticides?	
	4.2.3	How is respirator use monitored?	
	4.2.4	Have the hazards of a pest control chemicals been thoroughly discussed with emergency (medical/safety) services?	
	4.2.5	Is adequate personal protective clothing/equipment provided?	
	4.2.6	Is personal protective clothing/equipment worn?	
	4.2.7	Are Material Safety Data Sheets available for review by pest management personnel upon request?	
5. Regulations			Comments
	5.1.1	What state and local regulations apply to pest management?	
	5.1.2	Are all state and local regulations available on site for reference?	
	5.1.3	Do water quality and effluent regulations exist that impact on pest management operations?	

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
03.03.2009	Almaz Agazade	Eldar Yarmamedov	First Issue
03.03.2010	Almaz Agazade	Eldar Yarmamedov	See below

Control Tier: 2
Document Number: AZSPU-HSSE-DOC-00279-2

Revision Date: 03/03/2010
Print Date: 2/1/2011

PAPER COPIES ARE UNCONTROLLED. THIS COPY VALID ONLY AT THE TIME OF PRINTING. THE CONTROLLED VERSION OF THIS DOCUMENT CAN BE FOUND AT <http://docs.bpweb.bp.com/dkazspu/component/hssesms>

Section №4 “Roles and Responsibilities” wording PU Health Advisor replaced with Operations Health Advisor