

A Model Bed Bug Management Policy for Museums

George Rotramel, PhD
Rotramel Technical Services
March 26, 2016

1. The management policy emphasizes bed bugs-- but includes all major pests-- and is based on information from respected 3rd parties.
2. All employees, contractors and volunteers receive a brief summary of the pest management policy.
3. The policy makes training available to all employees, contractors and volunteers to help them recognize potential problems with bed bugs and other pests and know where and how to report them.
4. The policy makes training available to all employees, contractors and volunteers to help them know what to do and what not to do to prevent and help to eliminate bed bugs and other pests in their homes and vehicles.
5. The policy makes assistance available to employees, contractors and volunteers with special needs to help them gain access to the resources they may need in order to eliminate bed bugs and other pests in their homes, storage areas and vehicles.
6. The policy requires verifiable training of functional managers in maintenance and housekeeping to help them recognize potential problems with bed bugs and other pests and know where and how to report them.
7. The policy makes educational materials available to facility management staff, maintenance and housekeeping staff, volunteers, contractors and visitors to help them know what to do and what not to do to prevent and help to eliminate bed bugs at home and how to avoid moving bed bugs between the home and the workplace.
8. The policy includes a response plan and record of follow up for all reports of potential problems with bed bugs and other pests.
9. The policy includes procedures for responding to employees, contractors, and volunteers who repeatedly fail to cooperate with efforts to implement the policy.
10. The policy includes procedures for inspecting and treating all areas of the facility as needed before they are remodeled or renovated and procedures for inspecting and treating vacant or storage areas before they are assigned to new uses.
11. The policy specifies which areas adjacent to or near an area that is infested with bed bugs and other pests must be inspected and treated as needed.
12. The policy specifies the circumstances that require inspection of large areas of the building or the whole building for bed bugs and other pests followed by treatment as needed.
13. The policy includes a scope of work for each contractor, employee and volunteer who is responsible for helping to implement the pest management policy.
14. Each scope of work includes a procedure for assessing the contractor, employee or volunteer's contributions to pest management.
15. The policy includes procedures for replacing contractors and retraining or replacing employees and volunteers who do not adequately support pest management.