

IPM PRACTICES & INSPECTION CHECKLIST FOR USAID-FUNDED COMMODITIES AND WAREHOUSES

This Inspection Checklist is a modified version of the checklist contained in the Food for Peace *Commodity Reference Guide*. As modified, it implements key Integrated Pest Management (IPM) practices that are essential complements to fumigation.

STORAGE INSPECTION CHECKLIST

Date: _____

Inspected by: _____

Warehouse: _____

A. YARD AREA SURROUNDING WAREHOUSE

On at least a weekly basis:

- _____ 1. Inspect the yard for signs of rodents (i.e., fecal pellets, tracks, burrows in the ground, holes, signs of feeding).
- _____ 2. Check to see that conditions do not attract insects (i.e., spilled commodities or other edible materials, empty containers, shrubs and trees, bird nests, weeds, trash, piled or damaged packing materials).
- _____ 3. Remove trash and unnecessary equipment and supplies regularly.
- _____ 4. Check the general security of the yard area surrounding the warehouse.
- _____ 5. Remove weeds from the perimeter of the warehouse.
- _____ 6. Check if water ponds at the perimeter of the warehouse and along access roads. If water ponds after a rain, grade the area to prevent water accumulation.

B. WAREHOUSE

For proper inspections, the warehouse should be well lit. Inspectors should conduct inspections using a flashlight (torch). Warehouse cleaning should be done daily; warehouse inspections should be carried out at least weekly.

- _____ 1. Check screens at the vents and other openings of the warehouse. If there are no screens, place screens at any openings into the warehouse. Use wire netting with mesh no larger than 6.35 mm or steel wool. Check for structural damage; use concrete to seal the opening.
- _____ 2. Check doors. Doors should be tightly fitting metal; make sure there are no gaps.
- _____ 3. Check for roof leaks.
- _____ 4. Check for holes in the walls.
- _____ 5. Ensure that the floor is sufficiently hard-packed to prevent burrowing by rodents.
- _____ 6. Check to see that the warehouse is well lit (as above, good lighting is required for proper inspections).
- _____ 7. Clean and service the anticoagulant and rodent bait stations regularly, and keep them filled with fresh bait (exterior use only). Bait stations should be tamper proof and secured to the ground with a concrete block and placed every 15-30 meters.
- _____ 8. Check rodent tracking powders (these should be placed on the exterior of the warehouse only).
- _____ 9. Check mousetraps (they should be emptied of dead mice **daily**). Only multiple-catch mouse traps, snap traps, and glue boards should be used in the interior of the warehouse. These should be placed every 15 meters along the floor wall junctions inside the warehouse and also underneath pallets if an infestation is suspected.
- _____ 10. Make sure that commodity stacks are positioned at least one meter from walls and other stacks to facilitate inspections.
- _____ 11. Ensure passageways are clean of spilled grain and debris.
- _____ 12. (For large and very large warehouses) Ensure three to four meter wide central aisles.

- _____ 13. Ensure stacks are at a reasonable height for ease of handling and to prevent damage to containers by crushing or falling from stacks.
- _____ 14. Ensure sides of stacks are flush.
- _____ 15. Ensure air spaces are provided between individual stacks.
- _____ 16. Ensure clean, unused packing material is neatly stacked.
- _____ 17. Ensure broken packing material is removed.
- _____ 18. Ensure the top of packing materials is covered to prevent spillage of food from damaged containers to ground or floor below.

C. DURING WORKING DAILY HOURS, CHECK THAT:

- _____ 1. Workers are lifting bags by the body instead of corners (to prevent tearing or weakening of the bag).
- _____ 2. Workers place bags on stacks; they do not throw bags.
- _____ 3. Workers clean empty bags and pallets thoroughly before they are reused and stack them neatly.
- _____ 4. When workers reconstitute/re-bag commodities from damaged container into good containers, they are adequately stitching the opening and weighing for correct quantity before stacking.
- _____ 5. Spilled commodity is not swept up into the reconstituted bag. This will help ensure that commodity will not be contaminated with pesticides that may have been sprayed in the empty warehouse.
- _____ 6. Warehouse doors and windows are kept closed to discourage entry of insects, birds, and rodents.

D. COMMODITIES

On a daily basis, check whether:

- _____ 1. Insects are present on damaged containers. Report presence of insects to warehouse supervisor.
- _____ 2. The exterior of stacked food containers is clean and free of mold, insects, rodents, and birds. Report presence of any of these to warehouse supervisor.
- _____ 3. Spoiled/infested food commodity is stored away from good commodity.
- _____ 4. Damaged commodities are removed promptly and rebagged. Use tape to seal small tears in paper bags.
- _____ 5. All floor sweepings are discarded and not re-bagged or otherwise used for human or animal consumption, as they may contain insecticide residue. If fumigating, discard all floor sweepings by placing them under fumigated tarps to kill any insects and discard after aeration.

At least on a weekly basis, inspect that:

- _____ 1. Individual commodities are stacked separately from one another.
- _____ 2. Food stacks are separated from non-food stocks.
- _____ 3. Records are current and adequate to document program of stock rotation (i.e., what is first in, is first out, or FIFO).
- _____ 4. Check to see that commodities are stacked on pallets to keep off the floor in both small and large warehouses.
- _____ 5. Pallets are not chipped nor are nails sticking out, which could tear bags or injure workers.

REVIEW & APPROVAL

Name: _____

Signed: _____

Date: _____