

7 Record keeping

Maintaining good records indicates that a fully *Integrated Rodent Management* strategy is in place and due diligence is being applied.

Comprehensive records not only help identify what has happened, but also monitor the progress of control and satisfy legislation.

In addition, registration schemes of buyers and customers and their auditors impose record keeping requirements. Failure to keep adequate records could mean loss of markets or registration.

All records should be maintained at a central point for ease of access.

The form opposite may be photocopied to provide a detailed record that will demonstrate due diligence.



Issue	Action
Staff training and safe working practices are required by law.	Record <ul style="list-style-type: none"> Record staff training detail.
Rodenticide use and records must meet the needs of legislation and assurance schemes.	<ul style="list-style-type: none"> Ensure you understand legal obligations. Check what assurance schemes and customers require. Undertake COSHH and risk assessments and keep Safety Data Sheets used for the assessments.
All purchase and usage must be recorded, to meet legislation and to ensure others can take over control programmes with minimum risk.	<ul style="list-style-type: none"> Record amount purchased and date delivered. Record name of operator. Record amount and date of use. Record number of points baited. Map location of bait points.
Record of progress of campaign.	<ul style="list-style-type: none"> Record date of revisiting bait points. Record amount of bait consumed. Record carcasses found and method of disposal.
Bait inspections are an ideal time to observe areas requiring proofing or improved hygiene.	<ul style="list-style-type: none"> Note issues requiring attention. Record date when issues addressed.
At the end of a campaign rodenticide should be disposed of safely.	<ul style="list-style-type: none"> Record amount of rodenticide requiring disposal. Record method and location of disposal.

Rodent survey and treatment record sheet



PHOTOCOPY THIS FORM TO CREATE YOUR OWN RECORDS

Business name	<input type="text"/>	Operator's name	<input type="text"/>
Site address	<input type="text"/>	Rodenticide/ formulation	<input type="text"/>
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

How to use		
Bait point	1/01/	8/01/
1. GRAIN STORE	CT 250g	PT 100g

Inspection record	Inspection date							
Bait point								
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Key: NT = No take PT = Partial take CT = Complete take L = Lost D = Disturbed by non-target animal/bird	Date treatment finished <input type="text"/> / <input type="text"/> / <input type="text"/>
	Date bait removed <input type="text"/> / <input type="text"/> / <input type="text"/>

Observations and recommendations
 (Sketch area surveyed overleaf. Note signs of activity and proofing/hygiene issues.)

Rodent survey and treatment record sheet