



INTEGRATED PEST AND MOULD MANAGEMENT POLICY

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1.0 POLICY STATEMENT

Nova Scotia Archives and Records Management (NSARM) recognizes that pests and mould contribute to the deterioration of its archival and library holdings and may also be hazardous to the health of staff and researchers. As part of its Preservation Management Program, NSARM commits itself to pest and mould management based on an integrated pest management model.

2.0 POLICY OBJECTIVES

The purpose of this policy is to ensure that NSARM maintains a pest- and mould-free environment at its Public Archives of Nova Scotia (PANS) site, with special emphasis on the control of insects, fungi and rodents.

3.0 POLICY SCOPE

This policy applies to the PANS site of NSARM. This policy applies to all staff employed at the PANS site as well as to researchers and volunteers working there.

4.0 POLICY DIRECTIVES

- 4.1 NSARM shall adopt an Integrated Pest and Mould Management (IPMM) program for the control of pests and mould at the PANS site.
- 4.2 NSARM shall control pests and mould by preventive measures including regular inspection, good housekeeping, and building maintenance.
- 4.3 Staff encountering an outbreak of pests or mould shall report it immediately to the Archivist, Preservation Management Section, in order to minimize damage.
- 4.4 The Archivist, Preservation Management Section, shall keep records of all traps set for pests and the results of any entrapments.
- 4.5 NSARM shall identify all pests (insect or rodent) in order to know how to control them. When required, the Archives will use identification services available through the Curator of Zoology, Nova Scotia Museum of Natural History.
- 4.6 Poison bait stations shall not be used.
- 4.7 Fumigation or other methods of biological or chemical control shall be used as a final resort after mechanical or non-chemical approaches have failed. All staff shall be warned before the use of fumigants inside the archives.

- 4.8 A record shall be kept of all treatments for mould or pests applied to archival and library materials. This record shall include reference number(s) of material treated, treatment used, and the date of treatment.
- 4.9 All staff shall refrain from eating in reference and research areas and in offices on floors where archival and library materials are stored; from storing food in offices; and from drinking beverages in reference and research areas or while working with archival and library materials. All beverage containers shall be disposed of promptly.

5.0 RESPONSIBILITIES

- 5.1 **NSARM staff and others employed at the PANS site** are responsible for contributing to avoidance by careful storage and disposal of waste (especially food and drink) and cleanliness of work areas. They are responsible for contributing to the detection of pest outbreaks by carefully monitoring incoming library and archival materials and by noting any evidence of pest damage or active mould growth to archival and library holdings. They are also responsible for bringing any indication of an infestation to the Archivist, Preservation Management Section.
- 5.2 The **Archivist, Preservation Management Section**, is responsible for building inspection and detection of pests by inspecting the premises, monitoring avoidance and blockage practices, and by setting and monitoring blunder traps and, where indicated, live traps or snap traps. When an infestation has been brought to his/her attention, the Archivist will consult with the relevant Division manager; the Head, Administrative Services; and a conservator, entomologist, zoologist or mycologist if required.
- 5.3 **Custodial staff** are responsible for emptying waste cans in offices, washrooms, the AV Room and lounge areas daily and for keeping the waste-storage area in the loading bay clean. Recyclables must be stored in a designated area in the loading bay until collection.

6.0 REFERENCES

NSARM Preservation Management Policy

7.0 MONITORING AND REVIEW

This policy will be reviewed annually.

8.0 ENQUIRIES

Enquiries concerning this policy should be directed, in the first instance, to the Archivist, Preservation Management Section, and then to the Manager, Archival Holdings Management.

9.0 GLOSSARY

- Avoidance** Reduction of attractants that invite the infestation of or increase pest numbers.
- Biological control** The use of natural enemies of insects, such as other insects, bacteria, fungi and other micro-organisms, to control pest populations.
- Blockage** A means of reduction of infestation problems by isolating the archival material and the building from the entry of pests and controlling the flow of documents into and out of the area.
- Chemical control** The use of natural and synthetic chemicals to kill a pest.
- Cultural control** Control of a pest by modifying the behaviour of people in the pests' vicinity. Cultural control includes sanitation.
- Detection** Inspection of archives vaults and holdings for indications of infestation (e.g., presence of droppings, gnawing, staining of material). This also includes trapping by live trap, snap trap, or blunder trap. *See also* **Inspection**.
- Inspection** Inspection of the interior and exterior of the building for potential pest habitat and of traps for trapped insects or rodents. *See also* **Detection**.
- Integrated pest management** The use of non-chemical measures to control and maintain a pest population below levels that will cause damage.
- Mechanical control** The control of pests by mechanical means. This may include sticky traps, live traps and snap traps.
- Preservation management** A tool used by archivists to manage the physical condition of holdings, ensuring present and future access. It is based on the principle of preventive conservation and integrates preservation into all other archival functions.
- Recovery** Treatment, if required, of damaged documents (e.g., cleaning, rehousing).
- Response** Application of control measures to a discovered infestation and appropriate

control methods in the archives. The latter can be initiated without the discovery of a pest outbreak but on recognition of incomplete avoidance and blockage measures.