Standard Operating Procedure to use glueboard traps for rodents in compliance with conditions of Ministerial approval

Legislative Position:

Following prohibition of rodent glueboards on 1 January 2015 under the Animal Welfare Act 1999 these devices can only be used in compliance with all the conditions of any Ministerial approval that is granted. The Animal Welfare Act 1999 requires glueboard traps to be checked every day that they remain set, beginning the day after they are first set, and any live animals present to be killed without delay, or released or cared for appropriately. The Animal Welfare Act requires trapped animals to be killed in a way that does not cause "unreasonable or unnecessary" pain or distress. They may not be drowned or disposed of while alive and injured. Rodent glueboards can only be in accordance with a Ministerial approval document from the Ministry for Primary Industries, containing conditions for use.

- Where necessary to manage an identified rodent incursion on food production premises;
- Where necessary to prevent or manage a rodent incursion onto a mammalian pest-free island;
- Other situations involving public health, animal health, biosecurity (e.g. transitional and containment facilities) and conservation applications.

Rodent Prevention:

The principles of Integrated Pest Management should always be applied namely:

- Exclusion – build the pests out
- Sanitation – elimination of the food source
- Control – use of approved physical and chemical measures
- Knowledge – to be able to establish sensible monitoring regimes, and to be able to carry out a documented programme in a safe, humane and effective manner.

Definitions:

Habitat: Areas that can support rodent activity such and undergrowth, poorly designed and maintained gardens, stream banks, wet areas, off site crops etc.

Habits: Rodents are well adapted to exploiting human food and structures. Maintaining lines of defence and minimising conducive conditions will avoid resident activity on site but when cold, wet conditions displace rodents from off site habitat in a quest for warmth and shelter devices maybe bypassed. This is often but not only seasonal and why optimal exclusion status of buildings is essential under these conditions. Increased activity on the first and second line of defence is an alert to increase preventative or take corrective action.

Harbourage: A permanent or temporary cavity or other haven for rodents to hide or reside. May include expansion joints, equipment, pallets etc.

Hygiene and Sanitation: Denying pests access to a food source and harbourages through good cleaning and sanitation practices. This also reduces the risk of pests contacting and spreading undesirable microbes. Prompt cleaning of spillages, scheduled deep cleaning, and sound waste management.

Inspection and Monitoring: Evidence of rodent activity can include droppings, urine stains, rub marks, tracks, kibbled nesting material, gnaw marks etc. Tools include torch & blacklight.

Prevention: The practice of keeping a pest population from infesting raw materials, product, packaging, processing, storage or transit environment. It includes such tactics as using exclusion by
good structural design and packaging, preventing pests from feeding, hiding and reproducing. Also inwards goods risk profiling and inspection to prevent importation. It is assisted by denying pests access to a food source and harbourage through good cleaning and sanitation practices. Any site must maintain good building security to deny rodent entry. It is desirable to maintain a 1 metre wide clearway vegetation and rubbish free around all buildings. Potential rodent habitat and harbourages must be minimized within the site.

**Rodent glueboard:** A ‘glueboard trap’, as defined in the Animal Welfare (Glueboard Traps) Order 2009: ‘glueboard trap’ means a trap, whether or not commercially manufactured, consisting of an adhesive glue layer on a base material and that is intended to capture and hold live rodents. Other definitions should be taken from the Animal Welfare (Glueboard Traps) Order, unless stated otherwise.

**Rodents:** Small mammals with gnawing habits. Include three species: the Norway rat (Rattus norvegicus), roof rat (Rattus rattus), and house mouse (Mus musculus). Rodents pose a major threat to the safety and suitability of food as they are a potential vector for food borne illness and zoonotic disease such as leptospirosis. Rodent activity including gnawing can contaminate and/or damage products, communications, pose risk of fire.

**Sale:** Disposal upon payment. It does not mean purchase and importation.

**Use:** Means to set or lay the rodent glueboard with the intention of capturing an animal. It does not mean holding the covered rodent glueboard in storage prior to the rodent glueboard being laid to catch rodents.

**References:**
The Animal Welfare Act 1999
Animal Welfare (Glueboard Traps) Order 2009
Code of Practice for the Use of Rodent Glueboards (PMANZ)

**Conditions on use of rodent glueboards**

**Operators**

1. Rodent glueboards may only be used by [select the relevant one]:
   a. A person holding an Urban Pest Management Certificate or a member of the Pest Management Association of New Zealand, who is employed as a commercial pest control operator and is acting under an industry code of practice
   b. A person employed to conduct pest control on food production premises, under the direct supervision (e.g. telephone contact) of a person meeting the above requirements, and who is trained by a person meeting the above requirements in all of the following: rodent glueboard inspection, rodent incursion assessment, emergency placement of rodent glueboards, humane rodent disposal and off-target / non-target animal safety and handling, and operating under an industry or specified code of practice
   c. A Department of Conservation contractor or employee, acting under Department of Conservation codes of practice and standard operating procedures
   d. A boat operator transporting persons or goods to, from, or in close proximity to mammalian pest-free islands, acting under Department of Conservation codes of practice and standard operating procedures

**Purpose / situation**

1. Rodent glueboards may only be used by [select the relevant one]:
   a. A person holding an Urban Pest Management Certificate or a member of the Pest Management Association of New Zealand, who is employed as a commercial pest control operator and is acting under an industry code of practice

Version No:1 December 2014 Electronic copy available at [www.pmanz.co.nz](http://www.pmanz.co.nz)
b. A person employed to conduct pest control on food production premises, under the direct supervision (e.g. telephone contact) of a person meeting the above requirements, and who is trained by a person meeting the above requirements in all of the following: rodent glueboard inspection, rodent incursion assessment, emergency placement of rodent glueboards, humane rodent disposal and off-target / non-target animal safety and handling, and operating under an industry or specified code of practice

c. A Department of Conservation contractor or employee, acting under Department of Conservation codes of practice and standard operating procedures

d. A boat operator transporting persons or goods to, from, or in close proximity to mammalian pest-free islands, acting under Department of Conservation codes of practice and standard operating procedures

Type of trap

1. Only glueboards that are designed for rodents can be used (i.e. appropriate tackiness, size etc)
2. Rodent glueboards must be of a specified make, type, or size e.g. by a specified manufacturer

Number of traps

1. The number of rodent glueboards is limited to what is sufficient to intercept, contain or isolate rodent activity that threatens... [the specific situation would be listed here e.g. relating to food safety in processing, handling and storage, biosecurity, conservation, public health, or animal health]
2. Only a given number [or up to a maximum number] of rodent glueboards may be used, as specified on a site plan
3. Only a given number of rodent glueboards may be used in total over the period of the Approval

Layout of traps

1. Rodent glueboards must be used only in a specified area or a specified layout
2. May only be used for ringfencing around suspected incursion/sighting
3. Must use particular layout (e.g. ringfencing or other strategic placement): to be discussed with applicant at the time of considering the application

Setting and siting of rodent glueboards

1. Rodent glueboards must be set in a specified way namely:
   a. only inside a commercial food manufacturing premises in rooms where food is stored or prepared or
   b. only in the specified location as per the site plan provided in the application
2. Rodent glueboards must only be used indoors
3. Rodent glueboards must only be used in covered service areas
4. Rodent glueboards may only be used outdoors in the following specified situation [...] (e.g. within a specified distance from specified buildings)
5. Rodent glueboards must be used only for a specified duration namely until a known infestation is eradicated
6. Rodent glueboards must be used inside tamper-proof housing / station
By catch / trap targeting

1. Rodent glueboards must be set in a way that excludes other animals (except for insects) from the adhesive surface.

2. Rodent glueboards must only target rodents *Rattus rattus* / *R norvegicus* / *R exulans* / *Mus musculus* [note this is to distinguish from insect traps that may be in use at the same premises and which are not subject to Ministerial approval].

3. Rodent glueboards may only target named species [where necessary for mice vs. rats].

4. The correct size rodent glueboard for the target species must be used and be fixed to the premises such that it is not be able to be moved by a trapped animal [or a specific size is given].

5. If an animal other than a rodent is captured in the rodent glueboard and is alive at the time the rodent glueboard is checked and the person is able to remove all glue from the animal, the person must release the animal from the rodent glueboard and remove all glue from it as soon as is reasonably possible.

6. If an animal other than a rodent is captured in the rodent glueboard and is alive at the time the rodent glueboard is checked but the person is unable to remove all glue from the animal, the animal must be taken to a veterinary practitioner for treatment as soon as is reasonably possible.

7. If an animal other than a rodent that is released from a rodent glueboard is injured or suffering, it must be taken to a veterinary practitioner immediately, or humanely destroyed if this is legally allowed.

8. Companion animals captured on glueboard traps must be released and returned to the owner, or if unidentified, delivered to an authorised officer of the local council as soon as possible.

Rodent glueboard checking

1. Operators must check rodent glueboards within 12 hours of sunrise each day they are set, beginning day after initial setting, as required by Animal Welfare Act.

2. Operators must check rodent glueboards every x hours; glueboards may be monitored by remote means, as long as any trapped animal is physically removed within 12 h of sunrise every day the glueboard is set and that it is dealt with appropriately according to the Animal Welfare Act.

*Note that the Animal Welfare Act 1999 requires a person who sets or causes a trap to be set, to remove, or cause to be removed, any live animal found in the trap or attend properly to its care, or, without delay, kill the animal.*

Treatment of trapped animals

1. Operators must use a specified method of killing trapped animal [method to be specified].

2. Death must be assured/checked before disposal.

*Note that the Animal Welfare Act 1999 requires trapped animals to be killed “without delay” if they are not be removed and treated appropriately.*

Reporting

1. Number of rodent glueboards, location (on a site plan) and dates of use must be recorded, with record held until expiry of Ministerial approval period.

2. Capture of rodents including number, species (if possible) and location must be recorded.

3. Capture of non-targets must be recorded.

4. Figures must be reported annually to MPI.
Disposal

1. Rodent glueboards must be disposed of in a way such that no animals (except for insects) are exposed to the glue.
2. Once the rodent glueboard is no longer required for trapping rodents, it must be disposed of in a manner which will prevent any further animals from becoming stuck to the rodent glueboard.

Period of approval / period of use within approval period

1. Rodent glueboards may only be used between date x and date y.

This approval expires on date x. Re-approval must be sought one month prior to expiry (or sooner).

Other requirements

1. Must be in accordance with any industry, company or premises-specific requirements, including codes of practice, standard operating procedures or rodent management plan.
2. Must be in accordance with any guidelines issued by the National Animal Welfare Advisory Committee.
3. Adherence to an industry code of practice for glueboard use.
SAFE COMPLIANT SERVICING OF RODENT GLUEBOARD TRAPS KEY POINTS

STANDARD OPERATING PROCEDURE:

Hazards identified to loss, health and safety and risk management:

Health and Safety risk from inappropriate servicing techniques. Audit and legislative compliance. Ensure use is done safely, reliably and is carried out in the correct and appropriate humane manner and observations and actions recorded.

Safe Inspection of Rodent Glueboard Traps - Key Points

- Wear disposable gloves when handling traps (and dead rodents)
- Do not drink, eat or smoke while handling rodent devices
- Wash hands with soap and water after handling (even if gloves were used).
- Actively look for any evidence of rodent activity on the interior of the facility.
- Mark the date card for each trap. Place traps in their assigned locations.
- Record observations, activity, action taken or to be taken and numbers of glueboards and number of caught rodents used on surveillance sheets.
- Record and report conducive conditions and additional corrective action required.
- Temporary traps must be removed once the infestation has been eliminated.

Action to be taken in event of rodent captures

The Animal Welfare Act dictates animals including pest rodents must not suffer and must be humanely destroyed. It is an offence to kill an animal in a manner that causes unreasonable or unnecessary pain or distress. Live capture traps must be inspected and serviced within 12 hours after sunrise on the day after the day on which the trap was set. Any live animal found in the trap must be removed, properly attended to or, without delay, killed as humanely as possible. Where pest control results in animals being caught alive and contained (for example, in a cage or trap) and not immediately killed or removed, the obligations in the Act relating to animals in people's care or charge apply (for example, food and water appropriate to the circumstances) for sustenance.

If a rodent infestation is detected or suspected on basis of positive evidence use all tools appropriate to quickly eliminate populations inside the facility. Place snap traps, and additional multi-catch equipment and if essential glueboards necessary to quickly eliminate infestations. Traps used should be noted on a diagram.

Rodents trapped on rodent glueboards must be dispatched quickly and humanely. This may be achieved by quick and positive stunning by a blow to the head or dislocation of the neck. Lethal chambers may be used provided that the gas introduced is approved for that purpose. Drowning is an unacceptable and unprofessional method of killing a mammal pest, and mice are quite adept at escaping during these attempts and can re-infest the account.

Safe Disposal of Rodents

When rodent is dead place it in a plastic bag and dispose as with organic rubbish. Dead rodents should be discarded in an exterior dumpster or off-site whenever possible.

Stunning by a blow to the head

- Stunning the animal by a blow to the head may be acceptable in small animals with a soft skull (e.g. rats and mice).
- A single, sharp blow should be delivered to the central skull bones. This can be achieved with a hard and heavy, blunt instrument and a suitable instrument should be carried at all times for this function (e.g. metal pipe, wooden club etc.). Alternatively, small animals can be held by the hind quarters and swung in an arc so that the back of the head is struck on the edge of a hard object. In the interests of hygiene place the trap and rodent into a clear plastic bag first.
• Stunning may only render an animal unconscious; therefore it must be immediately followed by a second method that ensures death (e.g. exsanguination, cervical dislocation, pithing)
• When properly performed with sufficient force, immediate depression of the central nervous system and destruction of brain tissue occurs. Loss of consciousness is rapid.
• It must be properly applied to be effective and humane therefore, training and skill of operator is essential. If not performed correctly, various degrees of consciousness with accompanying pain can occur.
• Death must be assured/checked before disposal by looking for complete physical destruction and/or lack of blinking reflex invoked by gently touching or blowing air onto the surface of the eye (cornea)

Cervical dislocation

• Acceptable for small animals which are easily handled e.g. rodents.
• The operator must be confident of performing this technique quickly and effectively. It requires mastering of technical skills to ensure that loss of consciousness is rapidly induced.
• This method involves separation of the skull and the brain from the spinal cord by pressure applied posterior to the base of the skull. The brain stem – which controls respiration and heart activity – is consequently damaged, stopping breathing and reducing blood flow to the brain, leading to death.
• Studies in rats have shown that electrical activity in the brain persists for around 13 seconds following cervical dislocation. This may represent a period of remaining consciousness.
• Violent muscular contraction can occur after cervical dislocation.
• Death must be assured/checked before disposal by looking for complete physical destruction and/or lack of blinking reflex invoked by gently touching or blowing air onto the surface of the eye (cornea)

Use of carbon dioxide (CO2):

The technique is fairly simple: the animal is placed in an enclosed space into which carbon dioxide gas is added at a controlled rate. When the animal breathes this gas, it quickly loses consciousness and then dies. The entire process takes five to eight minutes.

• Choose an enclosure that can hold a trap(s) so you don't have to handle the rodent. This is safer for you and less stressful for the animal. The rodent should be able to sit and rest comfortably within the enclosure.
• The enclosure is NOT supposed to be airtight! Air must be able to escape to leave room for the carbon dioxide. Carbon dioxide is heavier than air, so it fills from the bottom up (like filling a glass of water). A vent hole near the top of the chamber or a loosely-fitted lid will let out the air but not the CO2. The vent hole will also prevent pressure build-up. Have a spare tank of CO2 ready.
• Always work in a well-ventilated space to minimize your exposure to the CO2, which can be dangerous to people too.
• The euthanasia enclosure should not be pre-charged, meaning you don't fill the chamber with CO2 and then place the animal into the chamber. The trap & animal should be placed in the chamber and the CO2 gas turned on slowly to prevent stress and panic. It's less stressful to expose the animal to the gas at a carefully controlled rate. Ideally, carbon dioxide should enter the chamber at a rate that displaces 20% of the oxygen each minute.
Compressed CO2 gas in cylinders is preferred so the inflow to the chamber can be regulated precisely. Carbon dioxide is available in cylinders as a compressed gas (food, medical or industrial grade). The gas can be piped via a pressure reducing valve into either a plastic bag that encloses a trap or into a deep container with lid.

When animals are placed into a chamber containing up to 70% CO2 they lose consciousness very quickly due to the narcotic effect of the high intake of CO2 on the brain without causing hypoxia. Death is caused by direct depression of CNS, respiratory and cardiac functions. One hundred percent CO2 can cause severe dyspnoea (difficulty in breathing) and distress in conscious animals but this higher concentration is recommended for immature and neonatal animals as they are more tolerant of CO2.

Animals can either be: (1) removed from the trap and placed into a container pre-filled with CO2, or (2) remain in holding trap, which are then enclosed within an impervious container or plastic sack. Death must be assured/check before disposal by looking for either complete physical destruction and/or lack of blinking reflex invoked by gently touching or blowing air onto the surface of the eye (cornea).

A continuous inflow of CO2 should then be allowed to flow into the sack. A constant level of CO2 should be maintained for at least 3 minutes and anaesthesia will occur within 60 seconds. With animals inside the enclosure, an optimal flow rate should displace at least 20% of the chamber volume per minute. Carbon dioxide is heavier than air so incomplete filling of a chamber may permit some animals to climb, fly up or raise their heads above the higher concentrations to avoid exposure to the gas.

Care must be taken to limit the number of animals in a chamber at any one time so as to maintain a constant CO2 concentration. Each animal must be verified as dead before removing it from the chamber. If uncertain whether the animal is dead CO2 narcosis must be followed by another euthanasia method e.g. cervical dislocation.

Carbon dioxide should be used in a well-ventilated place. Carbon dioxide is non-flammable, non-explosive and poses minimal risk to personnel when used with properly designed equipment. However, inhalation of significant concentrations of CO2 can cause narcosis and/or asphyxia.

If CO2 is inhaled, remove patient from the contaminated area to allow them to breathe in fresh air. Early signs of exposure are headache and shortness of breath. If patient is not breathing, make sure airway is clear and apply artificial resuscitation. Keep warm. Oxygen may be given but only under the supervision of a trained person. For further information refer to the Safety Data Sheet (SDS), available from the supplier.
# Title: Inspection and servicing of rodent glueboard traps
Revision No: 01 Issue Date: 1Jan 2015

## RISK ASSESSMENT (Health, Safety and Environmental)

<table>
<thead>
<tr>
<th>Description of process:</th>
<th>Inspection and servicing of rodent glueboard traps and monitors.</th>
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</thead>
<tbody>
<tr>
<td>Task on which assessment is made:</td>
<td>Servicing of rodent glueboard traps and monitors.</td>
</tr>
<tr>
<td>Location:</td>
<td>As required</td>
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<tr>
<td>Hazard(s) identified:</td>
<td>Back injury, cuts, disease</td>
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<tr>
<td>Person(s) considered at risk:</td>
<td>Field service staff, customer’s staff, general public</td>
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### Risk rating before:

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<thead>
<tr>
<th>Likelihood</th>
<th>Severity</th>
<th>Risk</th>
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<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>6</td>
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### Control Measures/Safe Work Instructions:

- All products should be used in accordance of manufacturer’s instructions and conditions of ministerial approval.
- All waste generated should be disposed of in a safe and approved manner.
- Traps should be placed in such a way as to minimise the risk to non-target animals, service staff or others.
- Staff should be aware of the risks of being stabbed by sharp edges on or within traps, or have fingers caught. Some traps may have sharp edges. Care should be taken when handling these traps. Care should be taken to visually check traps before handling. After assessment, staff must select suitable access equipment to allow the task to be carried out safely.
- Traps or Monitors will be located in areas where unauthorised access is minimized and in accordance with industry guidelines and Animal Welfare Act 1999 and any relevant Ministerial Approval.
- PPE: Requirements must be followed. Traps should be handled using gloves where possible. Knee pads may improve comfort. Bend knees to minimize risk of back injury when servicing. Cover cuts with a waterproof dressing and wash hands before eating or smoking.
- Access by non-target organisms is minimised. Traps must be set and checked following existing legislation and guidance. Any animals caught and still alive must be dispatched using a humane method such as a sharp blow to the back of the head using a suitable weighted blunt instrument or such other humane method. All dead pests must be handled and disposed of properly.

### Typical injury:

- Severe injury.

### Risk rating after:

<table>
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<tr>
<th>Likelihood</th>
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### Further control action requirement:

Site Specific Risk Assessment to be carried out before work activity begins.

<table>
<thead>
<tr>
<th>Person making assessment / carrying out review:</th>
<th>Name:</th>
<th>Position:</th>
<th>Signature:</th>
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<td>Date:</td>
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### Risk Ratings: Likelihood Severity (Consequence) Likelihood x Severity = Risk

1. Improbable (Rare) 1. Minor Injury
2. Low (Unlikely) 2. Moderate Injury
3. Medium (Possible) 3. Serious (Major)
4. High (Likely) 4. Very Serious (Critical)
5. Near Certainty 5. Fatality (Extreme)
Glue traps and live capture confinement traps requiring daily inspection.

(Refer to also to Standard Operating Procedure).

**Inspection Records** (must be held until expiry of Ministerial approval period and added into annual reporting of figures to MPI). Location of traps to be identified on a site plan. Captures numbers must be recorded. Please enter initials on completion of inspection. In event of catch enter device number(s).

<table>
<thead>
<tr>
<th>Inspection Record Summary</th>
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<tbody>
<tr>
<td>Rodents Captured</td>
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<tr>
<td></td>
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<tr>
<td>Mice <em>Mus musculus</em></td>
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<tr>
<td>Rats <em>Rattus rattus</em></td>
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<tr>
<td>(Roof, ship or black)</td>
</tr>
<tr>
<td>Rats <em>Rattus norvegicus</em></td>
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<tr>
<td>(Norway, Common or Brown)</td>
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<tr>
<th>Daily Record Sheet</th>
<th>Location</th>
<th>Target Species</th>
<th>Mice</th>
<th>Rats Roof</th>
<th>Rats Norway</th>
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<tbody>
<tr>
<td>Day</td>
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Corrective action taken or to be taken:

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