

Gulf of Mexico



Operations: HSE

Health and Industrial Hygiene

GoM Region Pest Management Policy



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5	06/27/2024	Revised and Re-Issued	Health Manager	Industrial Hygienist
4	05/14/2018	Revised and Re-Issued	Health Manager	Industrial Hygienist
3	07/10/2013	Revised and Re-Issued	Director, Health & Safety	Health & IH Team Lead
2	08/27/2012	Revised and Re-Issued	Director, Health & Safety	Health & IH Team Lead
1	01/11/2010	Revised and Re-Issued	GoM HSSE Director	GoM HSSE SWPs Manager

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o	02/28/06	Initial Issue	GoM HSSE Director	GoM HSSE SWPs Manager
Rev	Date	Document Status	Custodian/Owner	Authority

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Amendment Date	Revision Number	Amender Initials	Amendment
06/27/2024	5	V.Murray, C.Metzler	Added Appendix to detail specific response processes and actions for control and mitigations for bed bugs offshore.
05/14/2018	4	V.Murray	Document was reformatted into new document management template. No technical revisions were made, just minor formatting updates for clarity. Document title changed to Pest Management Policy.
07/10/2013	3	Director, Health and Safety Health and Industrial Hygiene Team Lead	Section 1 - added OMS reference. Section 3 - added the statement that phosphide pesticides are prohibited for use at BP GoM operated facilities.
08/27/2012	2	Director, Health and Safety Health and Industrial Hygiene Team Lead	Added animals and poisonous plant management to the practice. Updated SPU to Region. Defined pests with examples. Added general requirements for the use of pesticides. Added bed bug management strategy table. Added poisonous plants management strategy. Added the handling of animal carcasses and associated subsections for packaging and shipping of animal carcasses. Updated GoM Industrial Hygiene Coordinator to Regional Health and Industrial Hygiene Team. Added reference to USGS National Wildlife Health Center Instructions for Collection and Shipping of Avian and Mammalian Carcasses. Updated document authority and custodian.
01/11/2010	1	GoM HSSE Director, Curtis Jackson GoM HSSE SWPs Manager, Dennis Johnson	Changed Authority name and Custodian name.

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02/28/06	o	S.Garner, S.Tink, C. Jackson, R.DeLeonardis, J.Kogut	New chapter of Safe Practices Manual.
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1 Introduction

This Policy outlines the management of pests, animals, and poisonous plants at Gulf of Mexico (GoM) facilities. Pest Management generally implies a reduction in number of pests and/or disease vectors (pests that transmit disease), but can also include methods that deny pests physical access to humans and/or property, either through physical barriers (e.g. the use of screens) or through chemical barriers (e.g. the use of residual chemical barriers and bait traps). The general procedures outlined in this document are referenced from guidance provided by the United States Department of Agriculture (USDA), the United States Environmental Protection Agency (EPA) and industry research groups associated with both organizations.

2 Scope

This Policy covers BP managed facilities, onshore and offshore. It does not apply to unmanned platforms, MODUs, offshore support vessels, or drilling rigs under contract to BP. For contractor managed sites and BP vendors, similar guidance should be in place.

3 Key Responsibilities

3.1 Offshore Installation Manager (OIM) / Onshore Manager

- A. Responsible for ensuring that procedures are in place to adequately respond to the facility's existing pest control issues.
- B. Review evaluation of specific pest control needs of the facility.
- C. Approve pest control and management plan for the facility.

3.2 Health Manager / Industrial Hygienist

- A. Provide technical guidance and support concerning this practice
- B. Provide verification that this Policy is implemented and operating effectively.
- C. Lead pesticide approval process.

4 General Requirements

The most effective and environmentally sensitive, industry-accepted approach method is termed Integrated Pest Management (IPM). IPM takes advantage of appropriate pest management options and includes a series of pest management evaluations, decisions and controls.

Pesticide use must be appropriate for the target pest, include following manufacturer's instructions, and personnel must have specific pesticide handling training. It is recommended that an approved Pest Control

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Service Provider be used in such cases. In addition, pesticides and chemicals used must be pre-approved for their intended use before arriving on any BP facilities as required by the GoM Hazard Communication Policy.

Note: Check whether the product is effective against the pest to be managed- if a pest isn't listed on the product label, the pesticide has not been tested on that pest and it may not be effective. Using the wrong pesticide on bedbugs for instance, can make the infestation worse by causing the bed bugs to hide where the pesticide will not reach them.

5 Process

5.1 Pest Identification

Each facility should evaluate their pest management needs using the IPM four-tiered approach to identify problem pests of concern. The actual prevention and control needs will vary from facility to facility based upon location and the surrounding environment. For example, most offshore platforms will have very little issue with surrounding insects such as silverfish and ants, but may have transported pests such as cockroaches (in delivered food) and rodents (in delivered food, goods and equipment).

5.2 Treatment Techniques

Some facilities may only require a one-time control treatment (if the assessment indicates a one-time issue) and others may need quarterly control treatments to maintain a strong barrier to surrounding pests.

5.3 Banned Pest Control Chemicals

The use of phosphide pesticides (aluminum phosphide, magnesium phosphide, zinc phosphide, etc.) is strictly prohibited at BP managed GoM facilities.

5.4 Pest Prevention and Control Methods

Table 1. Prevention and Control Methods Pest of Concern.

Target Pest of Concern	Prevention Techniques	Control Techniques
General Pest Population (e.g. cockroaches, silverfish, crickets, spiders, ants)	- One-time pest sealing: - Flush all weep holes and apply wire mesh across the weep holes - Seal outer doors w/ dense material such as thick nylon bristle at base and in all gaps - Seal exterior pipes leading into buildings	Protective Residual Spray: - Pinpoint spray 3 separate occasions 3 weeks apart initially and then quarterly (or less if adequate) - Spray all cracks, crevices, doors, thresholds, window sills, molding - Power spray exterior of building at perimeter/foundation quarterly

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	- Seal any cracks on exterior surfaces of building Ongoing: - Keep adjacent brush and plants from touching building - Control debris and storage areas (keep up housekeeping)	*Do not allow residual to remain outside of cracks etc. when targeting for cockroaches
Ant Infestation	One-time pest sealing: - Seal exterior pipes leading into buildings - Seal any cracks exterior surfaces of building	Bait Traps: - Pace inside cupboards, closets, window sills, attics, crawl spaces, etc. - Protective Residual Spray - Power spray exterior of building at perimeter/foundation *Discontinue baits after infestation is in control, but continue exterior quarterly spraying
Spider Infestation	Ongoing: - Keep adjacent brush and plants from touching building - Control debris and storage areas (keep up housekeeping)	Indoors Protective Residual Spray: Pinpoint spray baseboards, window sills, closets and around plumbing lines Heavy Infestations: - Use a contact aerosol - Use power dusting in heavily infested attics and crawl spaces Outdoors Protective Residual Spray: Power spray exterior of building at perimeter/foundation quarterly
Bed Bugs	When cleaning or changing bedding, look for: Dark spots (excrement), eggs, skins, live bed bugs, or rusty/red stains. When travelling: Look for signs of infestation (Dark spots, eggs, skins, live bed bugs, or rusty/red stains). Lift and look around all possible hiding spots for bed bugs in the hotel room, not just the	For Non-Chemical Treatment: - Heat-treat bedding and clothing in the dryer at high temperatures. - Heat larger infested articles and/or areas to at least 113 °F (45 °C) for 1 hour. The higher the temperature, the shorter the time needed to kill bed bugs at all life stages. - Use mattress, box spring, and pillow encasements to trap bed bugs and help detect infestations.

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	mattress. Store luggage on the hotel's luggage rack if there are no signs of bed bugs on it. Pull the luggage rack away from the wall to prevent insects crawling up the wall and getting into your luggage. Examine your luggage while repacking and once you return home.	For Chemical treatment: Use a reputable pest management company.
Rodents	One-time pest sealing: - Seal any openings larger than ¼ inch to exclude - Openings where utilities enter buildings should be sealed tight with metal or concrete - Doors, windows and screens should fit tightly - Use high quality door sweeps to prevent gnawing entry - Wood piles, trees, etc. should not touch building/roof lines - Maintain sanitation regarding garbage containment	Physical Traps - Glueboards - Rodenticides - Death caused through consumption – do not use where animals that are not pests are at risk - Be sure not to 'under feed' the population or move the bait directly after placing Odor Elimination For use to eliminate odors from rodent waste and corpses
Snakes	Ongoing: Control debris and storage areas (keep up housekeeping)	Snake Repellent: 10-30 centimeter barrier strip around perimeter (larger the barrier strip, the better)
Poisonous Plants (Poison Ivy, Poison Oak and Poison Sumac)	- Wear long-sleeved shirts and long pants tucked into boots. Wear cloth or leather gloves. - Apply barrier creams to exposed skin. - Educate personnel on the identification of poison ivy and oak (clusters of 3 leaflets), and sumac plants (clusters of 7-13 leaflets). - Educate personnel on signs and	After contact with plants and if experiencing an allergic reaction, consult with a medical professional. The use of rubbing alcohol may remove the oily resin up to 30 minutes after exposure. Spray foliage, with Glyphosate (Roundup, Kleenup). Never burn poisonous plants! To kill vines, cut vine 6 inches above ground

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	symptoms of exposure (itching, redness, burning sensation, swelling, blisters, rash)	level. Treat the stump with glyphosate immediately after cutting.
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5.5 Handling of Animal Carcasses

When collecting dead animals, the risk of infection from West Nile Virus (WNV), H5N1, or any other pathogen may be eliminated by avoiding contamination of mucous membranes, eyes, and skin by material from the carcass. This can be accomplished by eliminating any direct contact with dead animal via use of the following safety precautions:

- A. When picking up any dead animal, wear disposable impermeable gloves and place it directly into a plastic bag. Gloves should be changed if torn or otherwise damaged. If gloves are not available, use an inverted double-plastic bag technique for picking up carcasses or use a shovel to scoop the carcass into a plastic bag.
- B. In situations in which the carcass is in a wet environment or in other situations in which splashing or aerosolization of viral particles is likely to occur during disposal, safety goggles or a full-face shield shall be worn to protect mucous membranes against splashed droplets or particles.
- C. Carcasses shall be double bagged and placed in a trash receptacle that is secured from access by children and animals.
- D. If the carcass will be submitted for testing, hold it a cool location until it pickup or delivery to authorities. Carcasses shall not be held in close contact with food (e.g., not in a refrigerator or a cooler used to store food).

5.5.1 Additional Precautions for Personnel Tasked with Collecting Dead Animals

- A. Minimize any work activities that generate airborne particles (e.g. high-pressure washing).
- B. If aerosolization is unavoidable, a particulate filter respirator shall be used.
- C. If using safety glasses, a face shield, or a respirator, do not remove until after gloves have been removed and hands have been washed with soap and water (or use an alcohol-based hand gel when soap and water are not available).
- D. After PPE has been removed, hands should immediately be cleaned again, and any personal protective equipment worn (e.g., gloves, mask, or clothing) shall be disinfected or discarded.

5.5.2 Packaging of Carcasses for shipment

The following instructions shall be used to package dead animals that will be shipped or delivered to a laboratory or government agency for testing.

- A. Place each animal in a plastic bag, close, and seal the bag. Cover zipper bag closure with strapping or duct tape after sealing zipper. Twist non-zipper bags closed, fold over on itself, and secure with package strapping or duct tape.

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- B. Place 1st bag inside a 2nd bag, close and seal. More than one individually bagged animal can be placed in the 2nd bag. This prevents cross-contamination of individual specimens and leaking shipping containers.
- C. Tag the outside of 2nd bag and number of animals and type, date collected, location, and name of collector. Reminder order: TAG, BAG, BAG, TAG.
- D. Use a hard-sided cooler in good condition for shipment. Close the drain plug of cooler and tape over inside.
- E. Line cooler with a thick 3rd bag (1 mil thickness, such as a trash bag). ☐ Place absorbent material in the 3rd plastic bag to absorb any liquids that might leak during shipping (e.g. paper towels or cellulose wadding).
- F. Pack the individually bagged animal(s) that are contained within the 2nd sealed bag into the 3rd bag with enough frozen blue ice packs or similar coolant to keep carcasses cold. Use enough coolant to keep samples chilled if there is a delay in delivery. Dry ice shall not be used as a coolant.
- G. Seal the 3rd bag with methods described for 1st bag.
- H. Place the completed specimen history and return shipping label in a Ziploc bag and tape to the inside lid of the cooler (if you want the cooler returned).
- I. Using packing or duct tape, tap the cooler shut around the lid and at each end using a continuous wrap around the cooler
- J. Attach the shipping document (air bill) with the DOT information below to the outside of each cooler in a resealable pouch with the address of the carcass' destination.
- K. Mark the cooler with the appropriate information:
- L. Carcasses of animals that died of unknown causes shall be labeled as:
 - a. BIOLOGICAL SUBSTANCE, CATEGORY B and UN 3373.

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6 Definitions/Acronyms

Terms	Description
Pests	include, but are not limited to ants, fleas, cockroaches, termites, ticks, rats, mice, wasps and bedbugs.
Pest Management	For the purposes of this Policy, pest management includes pests, animals and poisonous plants.
Integrated Pest Management (IPM)	In practice, IPM follows a four-tiered approach: 1. Set Action Thresholds: Before taking any pest control action, identify what areas or pests are of concern (e.g. sighting a single pest does not always mean control is needed). The level at which pests become a threat is critical to guide future pest control decisions. 2. Monitor and Identify Pests: Target which pests must be controlled and allow less harmful pests to exist at an acceptable level. 3. Prevention: Use control methods that work first towards preventing the infestation of pests whenever possible (e.g. low brush and debris accumulations and proper housekeeping lessens the number of places in which pests thrive). An effective prevention strategy is the use of closeable plastic or glass containers for food storage. 4. Control: Once it has been determined that preventative methods failed and that a hazardous pest exists in the work area at an unacceptable level, control methods such as the use of additional physical barriers and/or pesticides should be employed.

7 Key Documents/Tools/References

- A. United States Department of Agriculture - Integrated Pest Management (IPM) Initiative
- B. Environmental Protection Agency - Citizen's Guide to Pest Control and Pesticide Safety, Resources for Pest Control Management, Pest Control in the School Environment: Adopting Integrated Pest Management
- C. United States Geological Survey - National Wildlife Health Center Instructions for Collection and Shipment of Avian and Mammalian Carcasses

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Appendix:

Bed Bug Extermination and Prevention Procedure

AMENDMENT RECORD

Amendment Date	Revision Number	Reference MOC Title and Number	Amendment
04/07/2024	1		Revision 1. Added Heliport Canine Inspection. Added Bedg Bug Trap Procedure and Monitoring / Tracking Logs. Provided Heat Treating Equipment Specifications. Added regulatory requirements for a licensed/certified pest control technician when performing chemical and heat treatment for bed bugs. Added Heat Treat Procedure and Recommended Heat Treatment Equipment for offshore use. Added requirements for preparation for canine inspection and pesticide chemical treatment. Includes bed bug reporting and notification flowchart. Added bed bug awareness information handouts.
03/08/2018	0		Initial Issue.

1 Purpose and Scope

Anyone, anywhere can get bed bugs. They could have been transported from a friend’s house, a hotel room or from a chair in a clinic waiting room. Bed bugs feed only on blood. Bed bugs are attracted by warmth, and they generally feed during the night, often just before dawn. Bed bugs do not transmit disease. Approximately 70% of all bed bugs in the typical infestation are located on the mattress, box spring and bed frame. Most bugs will be found within 15 to 20 feet of where people sleep.

Bed bugs are hard to control. Using insecticides alone to control bed bugs is not the best solution. Cleaning, getting rid of clutter, using steam then applying insecticide are the initial methods. A professional exterminator may be required.

Foggers are mostly ineffective in controlling bed bugs. Because bed bugs hide in crevices and voids where aerosols do not penetrate, they are able to avoid contact with these insecticides. Their use is not recommended.

Human bed bugs change shape and color as they feed. See Figure 1 below.

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Figure 1

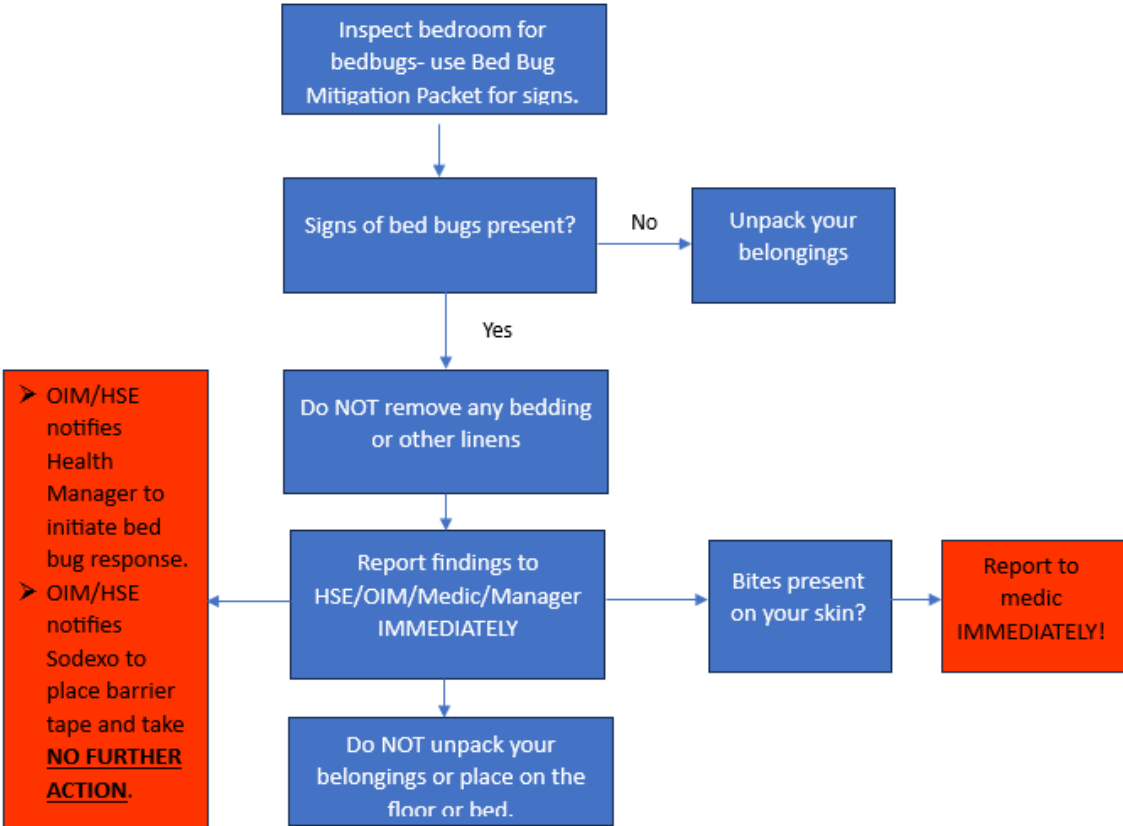
2 Preconditions

- Per Louisiana Structural Pest Control Rules and Regulations, section 107(A), persons performing structural pest control (chemical and heat treatments) must be **LICENSED AND PERMITTED** by the Louisiana Structural Pest Control Commission, as defined in General Pest Control; “No person shall perform structural pest control work until licensed and permitted to do so by the commission.”
- Housekeeping/Other Support Staff should wear safety glasses, disposable Tyvek coveralls over work clothes and nitrile disposable gloves (or gloves recommended by chemical manufacturer) to perform the procedures below. BP will provide Tyvek coveralls and appropriate chemical gloves.
- Where possible, furniture should be pulled away from the walls and baseboards at least 2 feet.
- Remove posters or items on walls.
- Empty closets/lockers, desk drawers, bookcases and shelving of contents. Inspect and place the contents in plastic bags that can be sealed and move them to the center of the room.
- Lift mattresses and box springs out of the bed frame and stand them up against a wall. Do not remove mattress encasements.

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3 Procedure

Reporting and Notification Flowchart



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Inspection - Visual

Step	Task Description	Responsible Party	Initials
1	Receive notification of bed bugs or bed bug bites from the crew onboard.	BP/ Medic On Board	
NOTE: A bed bug bite is not distinctive and some persons do not show any indication after a bed bug bite. The presence of visible bites, in addition to the presence of bugs or bug feces, adds evidence to a positive assessment of bed bugs, but alone is not sufficient.			
2	Once BP / Medic suspects that bites may have been caused by a bed bug, he/she shall immediately notify the OIM/HSE . a. OIM/HSE will inform housekeeping service provider on board to initiate quarantine of suspected room(s) of the crew identified to have bed bugs. b. NOTIFY BP IH BEFORE TAKING FURTHER ACTION. Only begin bed bug inspection response activities as listed below (steps 3-11) once BP IH notification has been made.	BP/ Medic On Board	
3	Place red barrier tape and a "do not enter" tape/sign on door to prevent room occupants / others to go inside their bedroom. All items, including personal belongings, must remain in the room, this includes laptop bags, personal items, duffel bags, etc.	BP/Housekeeping Service Provider	

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4	Once, the Housekeeping Service Provider has quarantined the room of the crew suspected have bed bugs and/or bites with red barrier tape, the below steps can begin. Housekeeping service provider shall conduct inspection of the bed and linen, bunk, bunk curtains, etc. for bed bugs. This must be done with BP Oversight/Supervision. <u>If positive</u>, notify OIM/HSE and crew of completed and positive assessment. - Leave room curtains, linens, comforters in the bunk and in place, do not bag or remove from room. - Do not remove mattress encasements from mattresses. - Bag and seal luggage and laptop bags, leave in the room. Personal / toiletries can be placed in a sealed Ziploc. - The affected crew will need to shower and obtain clean coveralls. Shoes will need to be heat treated. Crew clothing will need to be heated, washed, and re-heated if clean coveralls are not immediately available. <u>If negative</u>, notify crew of completed and negative assessment.	BP / Housekeeping Service Provider	
6	Following a positive, inspect adjacent rooms for any signs of bed bug infestation.	Housekeeping Service Provider	
7	Re-assign crew to another available room if their room is quarantined due to bed bug infestation.	Housekeeping Service Provider / POB Coordinator	
END OF PROCEDURE			

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Preparation Before Canine Inspection & Chemical Treatment

Step	Task Description	Responsible Party	Initials
1	BP IH will notify the pest control operator and facilitate trip to go onboard the facility to inspect and treat quarantined space.	BP IH/HSE	
NOTE: Electronics or articles/items susceptible chemical should be removed from rooms prior to chemical treatment. This includes aerosols, toiletries, batteries, fire extinguishers. Some ceiling tiles should be removed to allow more air movement in the space/room. Verify that the AC unit is turned off before heat treatment.			
5	Arrange or schedule flight/visit of the pest control operator to the facility.	BP IH/HSE	
END OF PROCEDURE			

Canine Inspection - Offshore

Step	Task Description	Responsible Party	Initials
NOTE: Canine Inspection for bed bugs is one of the most effective preventative measures to take to identify bed bugs. Workers, luggage, rooms, offices, living quarters, and common areas can be inspected by a canine.			
1	Inspect offshore main and alternate/temporary living quarters, laundry rooms, common areas, locker rooms, offices, etc. This includes luggage and bags. Luggage does not need to be opened for the inspection.	Handler/Canine	
2	If there is NO ALERT by the canine, the inspection will proceed to the next area.	Handler/Canine	
3	If there is an ALERT by the canine on an area or item/s of luggage, further inspection and chemical treatment will be needed. Refer to Section 3.5 Pest Control Treatment / Pesticide Application.	Handler/Canine HSE	

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Pest Control Treatment / Pesticide Application

Step	Task Description	Responsible Party	Initials
Insecticides alone won't get rid of a bed bug infestation, but they're an important tool when combined with the steps outlined earlier			
NOTE: Ideally with an insecticide you want a product that will not only kill on direct contact, but one that will leave a residue that continues to kill insects, and not repel them, after it dries. Professional products like Tempriid® SC and others are designed to continue to kill for more than one day after spraying. Plant-based residues are unlikely to last more than one day, given the volatility of plant oils.			
1	INSPECT and assess severity of the bed bug infestation before pesticide treatment.	Pest Control Operator	
2	Make necessary recommendation on course of action to be taken by BP/Housekeeping provider (e.g. Discard bed and other furniture, launder clothing, pesticide treatment of the room and how long will the room be on quarantine, etc.)	Pest Control Operator	

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3	Conduct pest control treatment for bed bugs. Use appropriate chemical when conducting the pest control treatment. Insecticides will kill bed bugs IF APPLIED CAREFULLY AND DIRECTLY to the insects and their hiding places. SYSTEMATICALLY TREAT the room—all cracks and crevices around windows, outlets, blinds, pictures, posters and clocks on walls, baseboards, under edges of carpets and any other crevices or void areas in the room. Dozens of bed bugs can hide in a recessed screw hole in a bed frame or dresser. Therefore it's important that no hiding place be overlooked. EcoRaider™ and Bed Bug Patrol™ received top ratings compared to other over the counter sprays in a study. The TOUGHEST LIFE STAGE of bed bugs to kill is the egg stage. In direct spray tests only EcoRaider™ caused high mortality (86%). Note: Chemical must be approved by BP and/or Housekeeping Service Provider	Pest Control Operator	
4	Conduct steam treatment if necessary to eliminate bed bugs. See Section 3.4.	Pest Control Operator	
5	Assist the Pest Control Operator in moving furniture and appliances as necessary.	Housekeeping Service Provider and/or BP Maintenance Crew.	
6	Following pest control treatment, inspect all areas of the infested room(s) (and adjacent room) for live bed bug activity.	Pest Control Operator	

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7	If bed bug activity is observed after treatment, secure room for an additional 24 hours, and repeat pest control treatment. If there is NO bed bug activity noted during the post treatment inspection, release rooms for cleaning and occupancy.	Pest Control Operator	
8	Replace mattresses and box springs (if applicable) if Pest Control Operator (Exterminator) clears room(s).	BP Maintenance Crew	
END OF PROCEDURE			

Heat Treatment Application

Step	Task Description	Responsible Party	Initials
Heat treatment techniques for elimination of bed bugs is the most effective method. Air movers/fans are also needed as part of the heat treatment process to ensure air is distributed evenly in the space. Optimal temperature for heat treatment is 135F, hold for 2-4 hours in the space/room. There are electric heaters and propane heaters, electrical are optimal for the offshore environment.			
NOTE: A licensed and certified pest control technician must be utilized when performing heat treatment bed bugs / management of pest offshore.			
1	Heat treatment must be completed at the desired temperature of 135 F, at this temperature, adult bed bugs and eggs can be eradicated quickly, provided the bed bugs and their eggs have direct exposure to the temperature. It is critical that the proper temperatures are maintained long enough to kill all the bugs. Proper stratification of air via the use of air movers will distribute heat to the cracks and crevices throughout the structure.	Pest Control Operator	

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	In addition to the heater, air movers / fans are required to deliver heated air where it needs to go. Digital temperature sensors/equipment to ensure temperatures are maintained and achieved for the duration of the heat treatment process are also required The use of air movers / fans and digital temperature sensors ensure that air temperature is consistent and applied evenly throughout the space to avoid cold or hot spots.		
2	Utilize the heaters and air movers/fans referenced in Step 4 below along with a Turtle Power Distribution Box. Using the equipment outlined in Step 4 will allow treatment of one room at a time. A 15 amp circuit breaker will be needed to operate the fan (air mover) that is included in the package, the heater will be powered through the Turtle Power Distribution Box. The specific type of 220 outlet is needed to operate the heater, the correct plug type must be known for the adapter. <i>'If the another 220 source nearby then you could purchase a quantity of two of each item and treat two rooms at the same time. The air movers pull very little amps so they could both be plugged into outlets that are on the same designated circuit breaker.'</i>	OIM / Maintenance / Pest Control Operator	
3	The heat treatment equipment is set up by placing the heater package within the room that needs to be treated with the cords fully extending to the Turtle Power Distribution Box. The Turtle Power Distribution Box is placed at the end of the hallway near the 220 source and then using an adapter to connect from the Turtle Power Distribution Box to your 220 source. The Turtle Power Distribution Box is designed to step down the power from your 220 source to 110/120 source.	OIM / Maintenance / Pest Control Operator	

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4	Heat Treatment Equipment Link/Specifications: Recommended to have 4 of the heaters listed below, these can be staged offshore or at the PMF. NOTE: https://www.pestprothermal.com/collections/frontpage/products/electric-bed-bug-heater2#/ The specifications and a picture of the Power Distribution Box: Turtle Power Distribution Box – (4) 15 Amp Receptacles – 30 Amp Main Breaker Overload Protection – GFCI Protected Specs • Rating: ETL Listed 125/250V 30 Amp • MAX Amps: 60 Amps/125 Volts • Input: NEMA L14-30 Twist Lock • Receptacles: (4) 15 Amp Duplex • GFCI Protection: YES • Overcurrent Protection: YES • Power Box Weight: 10 Pounds	OIM / BP Maintenance Crew	
END OF PROCEDURE			

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Preparation Before Laundering

Step	Task Description	Responsible Party	Initials
1	Load linens, towels, and/or all suspect contaminated items into heavy gauge trash bag or sealed container. Use Ziploc bags or non-perforated laundry bags for personal belongings.	Housekeeping Service Provider	
NOTE: Laundry from suspected or bed bug infested room must be tagged with "CAUTION: Possible bed Bug Infestation" and must be hand delivered to the person assigned in the Laundry Room.			
2	Take down wall decorations in the quarantined rooms (curtains, mirrors, pictures, etc.).	Housekeeping Service Provider	
3	Electronics or articles/items susceptible to heat or chemical should be removed at this time.	Housekeeping Service Provider	
END OF PROCEDURE			

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Laundering

Step	Task Description	Responsible Party	Initials
NOTE: Everything that can be laundered, should be laundered and placed in clean/new plastic bags or plastic containers and sealed prior to the treatment of the room. Whenever possible use the highest allowable heat settings in both the washer and dryer temperatures reaching 135 degrees (or above) have been proven to kill all stages of bed bug development.			
1	LAUNDER all items (including linens and bedding) according to the manufacturers label. Dry for at least 30 minutes. Housekeeping service provider shall remove all personal belongings and place in a laundry bag. The laundry bag shall be hand delivered to the Laundry Person and shall be handled separately during washing and drying. The washing water temperature must be at least 140°F. Repeat wash cycle. Dry items for at least 30 minutes on High (135°F). Laundry all soft goods that can be laundered (linens, towels, comforters, etc.) from infested rooms with water that is at least 140°F. Repeat wash cycle. Dry items for at least 30 minutes on High.	Housekeeping Service Provider	
NOTE: Laundry from suspected or bed bug infested room must be tagged with "CAUTION: Possible bed Bug Infestation" and must be hand delivered to the person assigned in the Laundry Room. Only personal clothing will be laundered, beddings and linens will be discarded in sealed plastic bags. Discard debris collected in the lint trap after each cycle.			
2	PLACE all clean items in new bags, seal tightly, and keep sealed during the treatment process. Clear bags are easier to see where things are.	Housekeeping Service Provider	

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3	DISCARD plastic bags used to transport laundry prior to the washing/drying cycles. If <u>cloth laundry bags</u> were used, wash before reusing.	Housekeeping Service Provider	
4	For ITEMS THAT CANNOT BE WASHED, BUT CAN BE DRIED IN THE DRYER , dry at a high heat temperature for a minimum of 30 minutes. Bag as in #2 above.	Housekeeping Service Provider	
5	ITEMS THAT CANNOT BE LAUNDERED should be taken to the dry cleaner after bagging and treating with heat or cold as below. Or items that aren't needed for a while can be stored. It takes 2-5 months to kill bed bugs by isolating them in bags (the warmer the temperature, the shorter the survival time). Heat bags by placing in direct sunlight is one of the most effective methods during the warm summer months. Seven pounds of items placed in clear bags in direct sunlight on a 95 degree day will get hot enough to kill all bed bug life stages in one afternoon. Also, placing bagged items in a chest freezer (0 degrees F) for 4 days is lethal for bed bugs and their eggs. Some items may be disinfested by cleaning with hot soapy water and/or rubbing alcohol.	Housekeeping Service Provider	
END OF PROCEDURE			

Vacuuming

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Step	Task Description	Responsible Party	Initials
The mechanical removal of bed bugs by vacuuming thoroughly is an important part of treatment. NOTE: A vacuum cleaner with a HEPA (high efficiency) filter will also help reduce the spread of allergens. The use of a crevice attachment is imperative to access bed bugs hiding inside mattress seams, furniture interiors, baseboards and any place that could accommodate them. Vacuums do not remove eggs, and will likely not remove all bed bugs from deeply infested cracks and crevices. Comment: Use bag vacuum and this vacuum must be dedicated for this purpose only.			
1	Clean all treated rooms by vacuuming (carpets, wall joints, crevices, furniture, bed bunk, etc.), sweeping, wiping, etc.	Housekeeping Service Provider	
2	Start with the bed. VACUUM mattresses including all crevices, handles, or buttons. Note 1: Vacuum to be used must have disposable bag and bag must be appropriately discarded after its use (i.e. Remove carefully from the vacuum machine and place in plastic bag container before disposal.	Housekeeping Service Provider	
3	VACUUM floors and carpets. Wash area rugs.	Housekeeping Service Provider	
4	VACUUM inside and under drawers of desks and lockers, along the bottoms of the walls and all of the moldings and other trim. Make sure to vacuum around the air conditioning and heating vents.	Housekeeping Service Provider	
5	VACUUM the baseboards, bed frame, sofas, futons, recliners and other over-stuffed and upholstered furniture. Pay special attention to all cracks and folds. Turn the furniture over to vacuum the undersides.	Housekeeping Service Provider	
6	DISCARD all vacuum bags immediately after each use. Seal the vacuum bag in a plastic bag before disposal. Wash the debris container with hot water and detergent.	Housekeeping Service Provider	

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7	WASH the vacuum brush attachment with hot water and detergent to remove any live bugs or eggs caught in the bristles. After you've cleaned the vacuum cleaner and attachments, store them in large plastic garbage bags that are closed tightly.	Housekeeping Service Provider	
NOTE: Final Disinfection			
8	Disinfect all treated rooms by wiping down all exposed surfaces using an approved chemical disinfectant .	Housekeeping Service Provider	
9	Open room(s) for occupancy after cleaning.	Housekeeping Service Provider	
END OF PROCEDURE			

Canine Inspection - Heliport

Step	Task Description	Responsible Party	Initials
NOTE: Canine Inspection for bed bugs in one of the most effective preventative measures to take to identify bed bugs. Workers, luggage, rooms, offices, living quarters, and common areas can be inspected by a canine.			
1	Inspect offshore travellers and their luggage prior to going offshore to 5 bp platforms. Traveller luggage does not need to be opened for the inspection. Inspection typically requires 1 pass and takes approximately 10 seconds. Inspections will occur either prior to entry into heliport check-in area or just prior to check-in kiosks in the heliport in a designated area.	Handler/Canine	
2	If there is NO ALERT by the canine on a worker or item/s of luggage, worker will proceed to check-in at kiosk and follow remaining heliport procedures required for offshore travel. Worker GOES offshore.	Handler/Canine	

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3	If there is an ALERT by the canine on a worker or item/s of luggage, worker will need to proceed out of the heliport. Onsite HSE Tech will complete the 'Bed Bug Identification Form' on the worker outside of the heliport check-in area. See Appendix 1. Onsite HSE Tech to notify onshore IH and offshore POB/Logistics. Worker DOES NOT GO offshore. Worker is provided the Bed Bug Heliport Handout for next steps.	Handler/Canine Onsite HSE Tech	
4	A second pass on luggage by canine inspection will be done in the heliport baggage holding area. Traps may also be placed in the baggage holding area		

Bed Bug Trap Placement & Monitoring

Step	Task Description	Responsible Party	Initials
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NOTE: Bed bug traps must stay dry. When handling and placing the bed bug traps and pheromone inserts, NITRILE GLOVES must be worn.			
1	Using living quarters and common areas layout drawings, determine placement of the bed bug traps / pheromone inserts. WEAR DISPOSABLE NITRILE GLOVES WHEN HANDLING TRAPS AND INSERTS. Traps can be placed in the following: rooms, offices, common areas, etc. Document placement of traps and notate on the layout drawing. See Appendix 4 - BED BUG TRAP PLACEMENT & ROOM MONITORING LOG.	Pest Control Operator bp HSE Sodexo Housekeeping	
2	Traps are to be checked DAILY for visible indication of bed bugs, live or dead in the base of the trap. Document on log form whether there is bed bug evidence, live or dead bug in the base of the trap. Indicate Yes or No on the form. See Appendix 3 - BED BUG TRAP MASTER LIST. IMMEDIATE NOTIFICATION for any visible indication of bed bugs, live or dead, is required to bp HSE, OIM, Sodexo Camp Boss, and Onshore IH. Go to Section 3.2 Inspection-Visual.	Sodexo Housekeeping	
3	Trap pheromone inserts are to be changed out every 90 days. Do NOT throw away the trap/holder. Only the pheromone insert is thrown away and replaced.	Sodexo Housekeeping	
4	Refer to manufacturer instruction on bed bug trap use and placement. See Appendix 3 – Bed Bug Trap Use & Placement Procedure. https://labelsds.com/images/user_uploads/SenSci%20Activ%20Volcano%20Label%20(2).pdf	bp HSE Sodexo Housekeeping	

4 Disposal of furniture items, etc.

Step	Task Description	Responsible Party	Initials
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NOTE: Some furniture items, such as upholstered couches and recliners, or wicker furniture, may be so difficult to treat that it is best to throw them away.			
1. 1	If you throw away infested furniture or mattresses, WRAP them in plastic and put LABELS on them that read "infested with bed bugs."	HSE	
2.	You should also DESTROY OR DEFACE the infested items to keep other people from taking and reusing them. Slash mattresses and upholstered furniture, break box spring frames, and label items with the words "bed bugs" to prevent the spread of bed bugs.	HSE	
END OF PROCEDURE			

5 Appendices

[https://labelsds.com/images/user_uploads/SenSci%20Activ%20Volcano%20Label%20\(2\).pdf](https://labelsds.com/images/user_uploads/SenSci%20Activ%20Volcano%20Label%20(2).pdf)



SenSci Activ Volcano
Label (2).pdf

APPENDIX 1.
Bed Bug Identification Form/Questionnaire

Offshore Traveller Name	
Today's Date	
The Company you work for	
Your Contact / Cell Phone Number	
Number of Luggage Items	

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Did you travel directly from home to heliport?	
Did you stay at a hotel prior to arriving at the heliport Do you recall the name of the hotel and hotel room number? If so, please provide.	
Did you stay at any other type of lodging prior to your arrival at the heliport (company provided housing, apartment, dormitory, bunkhouse, etc.)? Do you recall the name of the location and location room number?	
Provide any other information about your recent travel history prior to arrival at the heliport (international travel, airports, etc.)	

APPENDIX 2:
Bed Bug Trap Use and Placement Procedure

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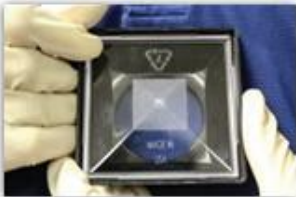


Constructing SenSci Volcano

To construct a SenSci Volcano, remove a clear bottom from the box and identify the side with the textured square. Snap the side with the textured square into the black top. Make sure the textured square in the center of the clear bottom is inside the monitor once the bottom is snapped in (should be able to read "Made In USA" and recycling logo if looking at the bottom of the monitor once put together).



Place Textured Square Inside the Volcano



"Made In USA" should be legible



Place Volcano flat on ground

SenSci Activ Directions for Use

Read and follow all label directions for this product.

DO NOT REMOVE CONTENTS OF PACKET!

SenSci Activ Bed Bug Lure is an attractant designed to increase the probability that a bed bug monitor detects the presence of bed bugs.

Directions: Wearing gloves, slowly tear open along "tear line". **DO NOT remove the towelette from the packet.**

Place the open packet in a monitor labeled for bed bugs, like the SenSci Volcano Bed Bug Detector.

Place monitor and packet on a flat surface where bed bugs are suspected to hide or travel.

Common areas to include: On the floor next to legs of bed, behind headboards and other associated sleeping areas.

Bed bug may take 24 hours or more to respond to the lure. Inspect the monitor(s) periodically.



Tear Slowly Along "Tear Line"



Do Not Cut With Scissors



Do Not Remove Towelette

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Constructing SenSci ActivVolcano

Open a SenSci Activ packet by following the directions on the Activ packaging. Center an open packet on the clear bottom of a SenSci Volcano (place packet on the side with the textured square). With the Activ packet in place, snap the bottom of the Volcano into the black top of the Volcano (being sure the textured square and packet are on the inside of the monitor). Make sure the Activ package is not pinched between the bottom and top of the Volcano.



Activ Usage

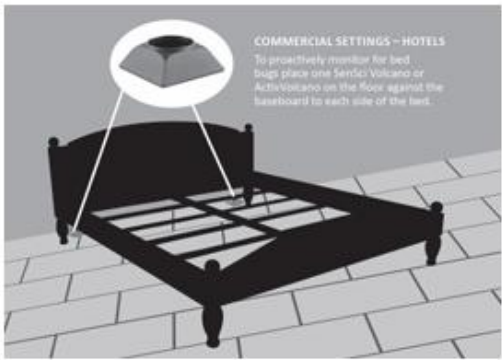
Preliminary research suggests that SenSci Activ packets be replaced every 2-3 months for optimal results. In addition, one Activ package should detect bed bugs within 3-5 feet from where it is placed.

Volcano or ActivVolcano Placement (see figures on next page)

Bed bugs are known to travel along seams and edges. Bed bugs will follow baseboards in a room until they gain access to their host on a bed or couch. Therefore, to increase the chance of detecting bed bugs with a monitor, place monitors in areas of suspected travel such as corners of the room or along baseboards near sleeping areas. Monitors should also be placed next to legs of the bed or couch to increase your odds of detecting bed bugs.

Place SenSci Volcano or ActivVolcano flat on any surface bed bugs are known or suspected to travel or hide. Possible locations include but are not limited to along the baseboard and next to bed and couch legs. Inspect the monitor periodically for the presence of bed bugs. If bed bugs are found, dispose of bugs by flushing down the toilet or disposing of them in a sealed bag in an outdoor trash can.

Title of Document:	GoM Region Pest Management Policy	Document Number:	UPS-US-SW-GOM-HSE-DOC-00060-2
Authority Title:	Manager - Health	Revision Number:	5
Custodian/Owner Title:	Industrial Hygienist	Revision Date:	06/27/2024
Retention Code:	AUD020	Next Review Date (if applicable):	06/27/2027
Security Classification:	BP Internal	Original Issue Date:	6/1/2006
Function:	Regional	OMS Sub Element:	3.4
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BED BUG TRAP PLACEMENT & ROOM MONITORING LOG

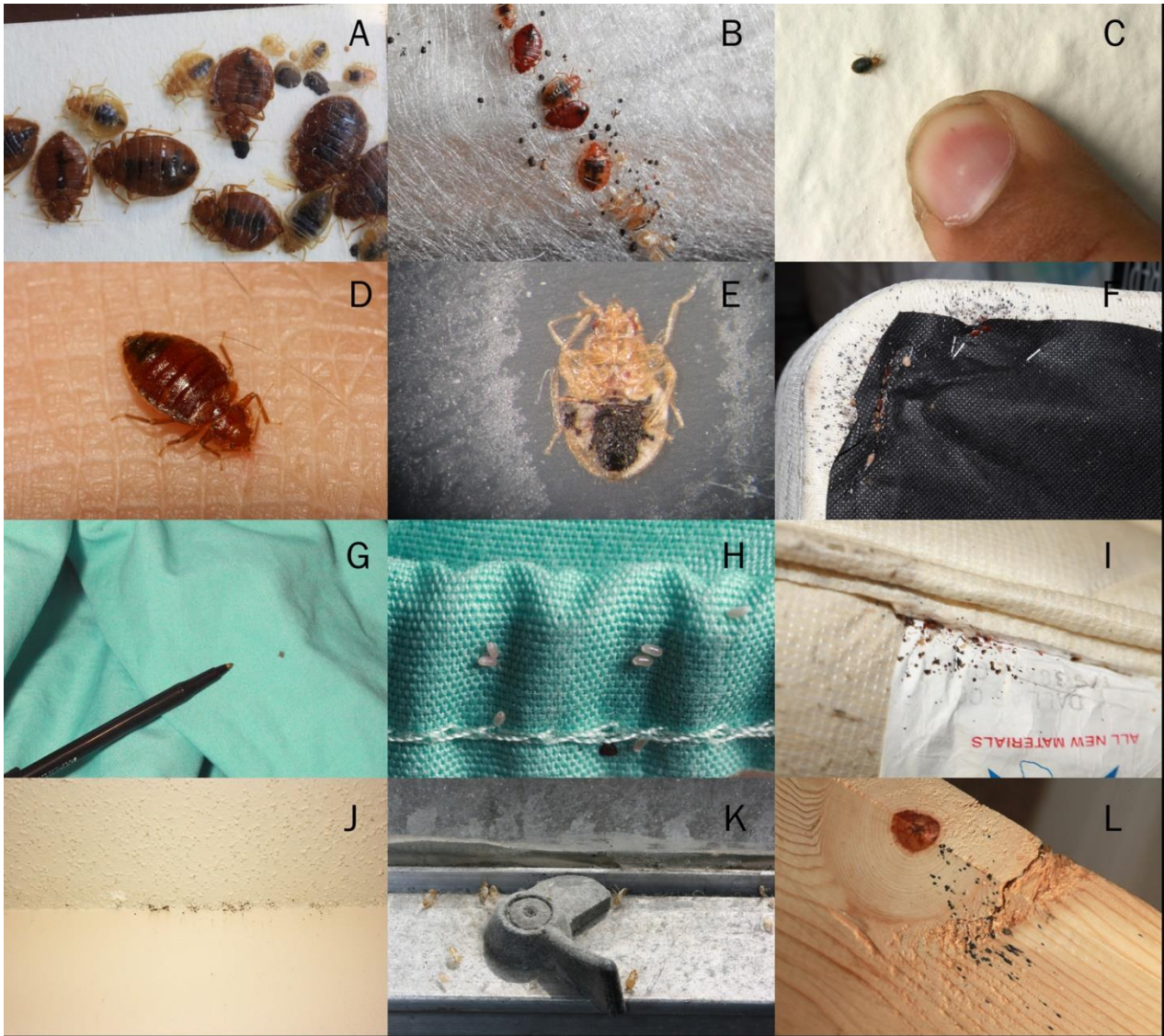
[illegible]

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BED BUG TRAP MASTER LIST

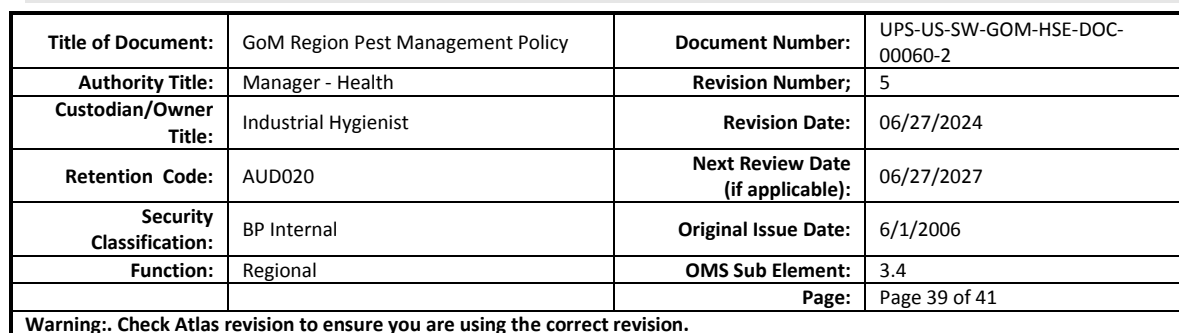
[illegible]

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Signs of bed bugs. A. Adult and nymphal bed bugs with feces on paper; B. Bed bugs on protective fabric under box spring; C. Fully fed, nymphal bed bug on wall; D. Closeup of adult bed bug on skin; E. First stage nymph on tape–note the dark area of the abdomen indicating a partially digested blood meal; F. Fecal droppings and bed bugs on underside of box spring; G. Blood spotting on bed sheets may be a sign of bed bug feeding; H. Bed bug eggs on the hem of bed sheets (1 mm); I. Bed bugs are usually found along seams of bedding, like on this mattress label; J. Look for droppings along the joints between wall and ceiling; K. Cast skins (exoskeletons) of bed bugs on a window sill; L. Bed bug eggs and feces on a bed slat.

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Document Authorization Form

Navigate through the form with the Tab key to fill in data. Just click on the boxes you wish to check



This form to be used for non-critical documents only.
Refer to GOO GoM Management of Change Procedure for list of critical documents and additional guidance.

Document Details			
Document Number	UPS-US-SW-GOM-HSE-DOC-00060-2	Revision	5
Document Title	GoM Region Pest Management Policy		
Next Review Date	06/27/2027		
Reason for Issue: (check applicable)	☐ New ☒ Revise ☐ Supersede ☐ Obsolete		

Document Sign Off			
	Print Name & Title	Signature	Date
Reviewer[s] (If not applicable, put N/A in front of Name & Title, then sign and date)	Valerie Murray, Health Discipline Lead		6/28/2024
	Cheryl Metzler, Industrial Hygienist		7/5/2024
Training Completed (If not applicable, put N/A in front of Name & Title, then sign and date)	Valerie Murray, Health Discipline Lead		6/28/2024
Communication Completed (If not applicable, put N/A in front of Name & Title, then sign and date)	Valerie Murray, Health Discipline Lead		6/28/2024
Custodian - Name & Title, then sign and date)	Cheryl Metzler, Industrial Hygienist		7/5/2024
Authority - Name & Title, then sign and date)	Valerie Murray, Health Manager		6/28/2024
Document Posted - Name & Title, then sign and date)	Carolina Herrera, GOC & IMDC Document Controller		7/26/2024

Other Instructions & Comments

Embed evidence of training and communication in the document.
This form to be inserted as the last page of the document.

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