The Harlem Museum and Welcome Center
Home of the Laurel and Hardy Museum of Georgia
135 N. Louisville Rd, Harlem, Georgia 30813

9 Jan 2020

Integrated Pest Management Policy

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I. Objective

Insects, spiders, and rodents directly and indirectly pose a threat, through biological degradation, to museum collections. The Integrated Pest Management (IPM) Program at The Harlem Museum and Welcome Center (HM) focuses on correcting conditions that encourage pests by reducing the amount of food, water, and harborage that they need to thrive. Practices such as sanitation, monitoring, education, climate control, and excluding pests through structural repairs are implemented to control pests and to reduce or eliminate the use of pesticides in the museum. The IPM program at The HM is designed to manage and reduce the risk to the various collections and to provide a more healthful and safe environment for visitors, staff, volunteers, and city personnel.

II. Introduction

The Integrated Pest Management (IPM) Program is a risk management program that focuses on prevention and employs a combination of pest management strategies to reduce the risk of pests and related damage. The knowledge and expertise of the conservation staff will be used to manage and reduce the risk of damage to the collections from pests and any resulting interventions in control of pests. The Curator functions as IPM program manager and provides IPM services to all collections-containing areas within the museum and to any adjoining areas that pose an increased threat to collections-containing areas (e.g. the Welcome Center and The Theater). The IPM program manager will work with and advise various other staff and volunteers of their responsibilities in support of the program. The Director acts as point person for pest management in areas not containing collections and for the exterior of the building.

There is an Integrated Pest Management Working Group that meets once a year, at the American Museum of Natural History, in New York City. This group is made up of collection managers, conservators and other professional interested in issues surrounding the implementation of IPM

in museums and other collection holding institutions. They now have a website (www.museumpests.net) that will be used as an IPM resource.

III. Applicability

This policy applies to all personnel who work with the HM in any capacity and will be handled in the following manner:

- **Office and work areas:**

    1. All staff members and volunteers are responsible for maintaining individual work areas in such a way so as not to contribute an increased pest risk to the museum environment. Food consumption in office and work areas should require appropriate storage and be cleaned up by the responsible individual. Each staff member is responsible for cleaning up the kitchen space - even small crumbs on the counter tops, sinks, and floors are capable of drawing pests. As live plant material, cut or potted, may pose pest-related risks, responsible use of these materials in office and work areas is essential. Plants and flowers should be inspected for pests, kept in appropriate containers, and disposed of in the same manner as food waste.
    2. All staff members are responsible for reporting pest sightings in art-containing spaces directly to the IPM manager. The pest should be captured if possible and a pest sighting form, available from the IPM manager should be completed. Pest sightings in non-art containing spaces should be reported to the Facilities Department.

- **Collections Storage:** HM staff and volunteers who have access to collections storage are responsible for assuring that proper housekeeping measures are in place. As even dust is capable of providing adequate support for some types of pest, appropriate housekeeping is a major part of maintaining an environment that is a deterrent to pest activity. Food and drink are not permitted in collections storage.

- **Exhibition Spaces:** All HM staff members and volunteers are responsible for reporting pest problems in the exhibition spaces. At approved special events, the staff member in charge will be responsible for minimizing pest-related risks associated with the introduction of food, drink, or plant materials into the museum. These responsibilities include: notifying the IPM manager that an event where food and drink will be served has been scheduled, supervising event staff and contracted workers (e.g.: caterers, decorators and florists) and making appropriate housekeeping arrangements for cleanup.

IV. Support

- The City of Harlem and The HM will provide appropriate support for the pest management activities of its staff and that adequate funding will be allocated.
- The HM Curator is responsible for keeping track of the appropriate information regarding Integrated Pest Management.

V. Training

- All HM Staff and Volunteers will receive semi-annual training on pest management including but not limited to the following:
    1. Daily, weekly, monthly, and quarterly procedures;
    2. Identification of most common collections pests;
    3. Procedures for when pests are found;
    4. Details of the training program will be kept in separate documentation.

VI. Parameters for Prevention

Parameters for prevention include monitoring to determine biological activity, maintenance of the building structure, treatment actions necessary to modify conditions that permit pest access and survival, and actions taken once an infestation is discovered.

- **Monitoring:** The IPM Manager monitors pest activity within the collections-containing areas of the building by interviewing staff responsible for maintaining specific areas and assessing these spaces using sticky traps. A baseline of information is gathered from the interview and from the placement of sticky traps throughout a space. Sticky traps are periodically examined and field data is recorded on a form developed for The HM. The scheduling and frequency of future monitoring will be based upon initial findings, and adjusted as necessary to each situation. New base-line readings should take place following the renovation of a space as new materials, etc. can create variables that may support new insect populations.

    1. A proper sticky trap program includes:

        a) Numbering and dating of each individual trap;

        b) Placing of traps in critical areas, around perimeter walls, near doors and water sources, etc.

        c) Recording resulting data on appropriate form: trap number, date placed, date inspected, and insects found;

        d) Retaining forms in a useable manner and basing future resources upon results of base-line findings;

        e) Replacing traps at appropriate intervals In addition, environmental monitoring provides climate condition information that may shed light on reasons a pest community is surviving.

- **Communicating Pest Problems:** All staff should be aware of the threat to the collection posed by pests. All staff and volunteers are relied upon for communicating pest problems in collections-containing spaces by directly informing the IPM Manager or completing a pest sighting form. These forms are compiled in a pest logbook maintained at the curation station. This form and logbook provide a record of the insect activities within collections

areas and adjacent spaces. Reported incidents are also recorded in the HM pest database. This information indicates where the pests are and perhaps why they are occurring there.

- **Maintenance:** The building structure is a physical barrier to insect life. All pests require food, water and shelter, and as the museum environment is capable of providing all three, it is necessary to reduce pest access into the museum from the outdoors. To accomplish this, all gaps in the physical structure should be closed in an appropriate manner. In addition, management of the landscape surrounding the exterior of the building will help reduce adjacent insect populations. Inside the building, pest movement from one area to another can be reduced by installing door sweeps and caulking cracks and crevasses. These measures also serve to deny pests harborage and minimize dust accumulation. Many pests are attracted by moisture. Therefore, proper maintenance of the plumbing and drainage systems in the building is very important. Leaks or large spills of water should be cleaned up immediately.

- **Good Housekeeping:** Pests require only small amounts of water and food; therefore, both must be restricted as much as reasonably possible. Dust and clutter should be reduced as it provides harborage and obstructs monitoring. Unneeded packaging materials should be promptly discarded.

General Storage Policies:

- Policies regarding the storage of architectural artifacts and archival materials:

    1. HM objects should only be placed in designated areas. These areas should not be used to store any other materials.

    2. Objects (or boxes of objects) should be kept off of the floor on shelves and at least 6 inches away from walls. Placing objects against walls create environments that are favorable for pest harborage and limit the ability to adequately monitor for pest activity.

- Policies regarding the storage of exhibition, maintenance and gift shop materials:

1. All materials entering the HM, especially exhibition cases, should be inspected for pests prior to acceptance.

VII. Handling active pest problems in or around Collections

- **Isolating the object:** When an active pest problem is possible, all priority is given to isolating the object to prevent possible infestation of additional material:

1. **Small objects** should be placed in appropriately sized polyethylene bags, always maintaining a complete seal. The object should be placed on a clean, white support of stiff board to enable sighting of frass or other evidence of pest activity. A dated "sticky-trap" should be placed in a location inside the bag that does not pose a threat to the item. For example, an object containing fur should be placed an appropriate distance from the sticky trap to prevent contact with the fur.

2. **Larger objects** may require custom-made polyethylene enclosures to adequately isolate possible infestation. As above, a clean, white support should be placed under the object, and a dated sticky-trap placed inside at a safe location.

- **Identification of the problem:** Once a problem is found the pest must be identified to determine the appropriate path of activity.

- **Extent of infestation:** Based upon the habits of the known pest, the region immediately surrounding the infested object should be carefully inspected to determine if additional infestation is present. Findings should be documented in the "Pest Book", as appropriate.

1. If no evidence of spread of infestation is found, the area should be monitored with sticky traps and checked appropriately.

2. If evidence of additional infestation is found, collection objects should be isolated as above, areas thoroughly cleaned, and any non- 7 7 collection material with infestation removed promptly and appropriately.

- **Determine the source of the infestation:** If the source is from infested material brought in from the outside, it may be necessary to reevaluate and modify policies and procedures that have permitted the occurrence. If the problem is one of facilities structure, appropriate modifications or repairs should be made.
- **Treating the Problem of Infested Collection Objects:** *(the following is based upon the National Park Service Museum Handbook, Part I)*

1. Identify the pest and the stage in its development that is found on the materials.
2. Identify the media of the infested material (e.g., what is the material composition of the object/specimen?).
3. Based on an understanding of the biology of the pest, their life stages when found, and the material of the object, answer the following questions: Can the infested material be disinfested through removing the pest? · Are eggs present? · What is the least damaging approach to treatment?
4. Treatment decisions must incorporate the identification of the pest, the infested materials, and the condition of the object. Treatment options range from simple cleaning to fumigation/anoxia. Fumigation of objects, when safe for materials comprising that object, would be undertaken by a certified independent contractor who has been approved by the consulting entomologists. The more recently developed option of "anoxia" provides a treatment path that can be more safely applied to diverse collection materials.
5. All treatment must be documented. After treatment, objects should be cleaned, if appropriate, and all evidence of infestation should be documented and removed. Records of the infestation and treatment should be placed in the Object File and the Pest Log.
6. Continue to evaluate as necessary to determine if treatment was effective.

- **Review**: Review established museum IPM Program to determine how it could be modified to prevent the problem in the future.

VIII. Documentation

Documentation: A variety of forms and organizational systems are maintained by the IPM manager to document the IPM Program at the HM. The documentation includes:

- **Pest Sighting Form**
    1. Filled out when a pest is seen or found in an art containing space or an area that poses threat to an art containing space.
    2. This is then filed chronologically in the Pest Notebook.
- **Pest Management Notebook**
    1. A place for storing Pest Sighting Forms and all other IPM information, related correspondence, etc., placed in a chronological manner.
- **Sticky Trap Location List**
    1. Created whenever a new space is being monitored for a base-line reading of pest population. Added to whenever inspections of the traps in that space are examined.
    2. Forms being actively used will remain on the clip-board; once an area no longer requires monitoring, the forms will be filed in the appropriate location in the Pest Notebook.
- **Data Base**
    1. Computer log of identified insects, taken from information on Pest Forms.

- **Log Book**

1. Chronological record of actions taken and any resulting effects when active pest problems occur.
    a. Keeping the area clean.
    b. Using proper storage methods.
    c. Proper humidity and temperature control.
    d. Identification of problems and Pests.
    e. Correct length and temperature of freezing for material and pest.
    f. Etc.
2. All locations and findings of pest monitoring traps.
3. **All steps used prior to use of chemicals. Justification for use of chemicals in artifact areas. Any health risks or artifact damage caused by chemical use.**

IX. Notification

HM Staff will notify the committee if any artifact that is worth more than $50,000 is compromised due to an IPM issue.

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Date Approved: _____

Board Member: _____

Board Member: _____

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Board Member: _____

Museum Director: _____

Museum Curator: _____