



TERMITE BAITING SYSTEM

STANDARD OPERATING PROCEDURE

(ABOVE GROUND BAITING)

Clear Pack

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1.0 TERMITE INSPECTION & DETECTION

1.1 Vehicle Checklist

- a) Vehicle must be clean before it reaches any worksite.
- b) Vehicles must be secured at all times.
- c) The driver is responsible for the safety of the vehicle and passengers.
- d) Ensure nothing to be placed in the box with the termite bait that may contain odour or may contaminate the bait.

1.2 Termite Tool Kit Checklist (1 Site / Per Visit)

No.	Tools	Quantity	Checkbox
a)	Bright Torch	1x	
b)	Flat Screwdriver	1x	
c)	Philips Head Screwdriver	1x	
d)	Knife	1x	
e)	Roll Cloth Tape	1x	
f)	Demineralized Water	3 x 200ml	
g)	Measuring Jug (measures at least 200ml)	1x	
h)	Disposable Hand Gloves	1x	
i)	*Termatrac or Moisture Meter	1x	
j)	Donger	1x	
k)	Measuring Tape	1x	
l)	Toolbox	1x	
m)	First Aid Kit	1x	
n)	Garbage Bags	1x	
o)	Hand Soap	1x	
p)	Exterminex™ RTI Termite Bait .100g	3x	
q)	Mobile Phone or Tablet with camera	1x	
r)	Above Ground Bait Station* (If required)	3x	

1.3 Inspection Process

- a) Park in a suitable and safe area.
- b) Secure the vehicle.
- c) Greet the Customer
- d) If possible, communicate with the client. Ask the customer the following questions:
 - i. Where are the termites located?
 - ii. Has there been a professional or DIY treatment done previously?
 - iii. Has there been any repairs or renovations done on the termite infected areas?
 - iv. Have you been hearing clicking sound within the walls?
 - v. Have you noticed any mud tunnels or tubes inside or around the property?
- e) If installing bait; Advise the customer what the process will be like and expectations from the customer. What they can expect during the process.
 - i. Advise the customer that they are not to tamper with the bait stations.
 - ii. Advise the customer that the product is safe.
 - iii. Advise the customer do not self-treat during the baiting process.
 - iv. Advise the customer to contact the PCO if they notice any termite activity or new mud tunnels or tubes near the bait stations.
 - v. Keep pets and children away from the bait stations.
- f) Ask the customer if there are any safety issues that will need to be identified such as and not limited to the following:
 - i. Dogs,
 - ii. Live exposed wires,
 - iii. Trip hazards, and etc.

- g) Thorough Inspection:
 - i. Carry out Termite Inspection as per standards required within your country with additional considerations to pin point live termite activity; inspect the external areas of the house first and any outer buildings / structures focusing on timber that may be affected by termites and timber with ground contact.
 - ii. Other areas would include fences, tree stumps, stored timber, wood stockpiles, dead trees, and etc.
 - iii. Make note of areas where damage or activity has been found, also identify areas where termites could enter the building.
 - iv. Additional notes for the customer would be identifying conducive conditions that would attract termites such as excess foliage, tree stumps, moisture, drainage or decay. This should be recommended as part of housekeeping for the customer, also for the PCO to identify the risk of future termite infestation at the house.
- h) Move to interior of the house or site.
 - i. Assess each wall surface, room by room using the torch, donger and moisture meter or *Termatrac (*Termite radar can assist by identifying activity with minimal disturbance*). Focus on timber areas that include mouldings, wall surfaces, door frames, skirting boards, wall boards, under cupboards, flooring, ceiling, looking for visible signs of termites such as:
 - Mud tubes or tunnels,
 - Mud patches, tunnels behind paper in gyprock,
 - Hollow and brittle damaged timber,
 - Carton nest,
 - Pin holes or slits that have been sealed with mud,
 - Clicking sounds and
 - Check underneath carpet edges if agreement allows.
 - i) Identify termite activity and mark areas where live termite activity has been identified, identify outer feeding fronts as per training. Marking the areas where termites are active could be done with a small visual sticker or marker pen. These areas will be where the bait will be installed (Max 3 stations per site only).
 - j) Limit disturbance to the termite active areas and try to make any little impact on the termite activity as you can when inspecting, this is to ensure we do not shy termites away from the feeding area. Ideal installation locations should include feeding fronts where worker caste are present.

2.0 INITIAL INSTALLATION

- a) Wash hands first.
- b) Put on your PPE's i.e. nitrile or plastic gloves.

2.1 Option 1 Installing within Above Ground Station (AG)

- a) If installing Exterminex Termite Bait™ using (AG) station ensure the (AG) station is installed first to the area of termite activity using cloth tape, neat and secure.
- b) To prepare the bait, Open the top of the bait pack, pour 200ml of Demineralized water into the bait pack. Mix the bait in the pack thoroughly by squeezing and pressing, it must be at the consistency level of dough and not contain any powder, be too crumbly or too wet.
- c) Carefully open the damaged area where termites are active to expose the termites by creating a small hole.
- d) Remove a small amount of prepared Exterminex™ termite bait and gently plug it directly to the area where the hole was made and termites are active.
- e) Continue to Install the remainder of the prepared bait mix using gloves ensuring the exposed bait is connected to the area bait was plugged. Continue to 2.2 f)

2.2 Option 2 Direct Application Within Pack

- a) To prepare the bait, Open the top of the bait pack, pour 200ml of Demineralized water into the bait pack. Mix the bait in the pack thoroughly by squeezing and pressing, it must be at the consistency level of dough and not contain any powder, be too crumbly or too wet.
- b) Install cloth tape to the rear outer edges of the bait pack as so that it will secure to the area of application. Set aside.
- c) Carefully open the damaged area where termites are active to expose the termites by creating a small hole.
- d) Cut a small 2-3cm hole in the rear of the prepared pack, Remove a small amount of prepared Exterminex™ termite bait and gently plug it directly to the area where the hole was made and termites are active as per image 2.1 d)
- e) Install the prepared bait pack ensuring the exposed bait where the hole has been cut is connected to the area bait was plugged.
- f) Ensure the mixed bait pack (or if installing bait into AG) the station is secure and sealed with no holes or gaps in the cloth tape.
- g) Do a final check to ensure that the installation is secured and see that the job has been completed neatly.
- h) Installations will need to be inspected every *two weeks until colony elimination has been achieved. **(If conducting trials, alternate times will be stated on trial protocol for assessment of bait palatability)*
- m) Site Wrap up:
 - Clean treated area
 - Collect all tools used
 - Collect any refuse created during installation and
 - Recheck everything.
- n) Communicate findings and provide necessary recommendations
- o) Load vehicle and exit the site.

3.0 REINSPECTION / FOLLOW-UP VISITATIONS

- a) **Vehicle Checklist**
 - Ensure all kits and tools are present in the vehicle before you leave.
 - Vehicle must be cleaned before it reaches any worksite.
 - Vehicle must be secured at all times.
 - The driver is responsible for the safety of the vehicle and passengers.
- b) **Reinspect Procedures**
 - i. Proceed to the site
 - ii. Look for new signs of mudding outside the installation or any irregularities that may include tampering. Advise office if packs are removed or tampered with.
 - iii. Inspect carefully by pressing on the pack, opening the (AG) lid to determine how much bait has been consumed or slice 3.5cm from the top of the pack to *observe the amount of the Exterminex™ bait consumed. *NOTE: Identify and record key indicators such as, soldier to worker ratio, dead termites, bait consumption amount, and termite response and movement.
 - iv. If bait has been consumed, carefully prepare a replacement pack as per 2.0
 - v. If the termite – affected pack cannot be removed for replacement, cut a small 1 inch to 2 inch hole in the rear of the installed active bait pack.
 - vi. Install the new prepared bait pack ensuring the exposed bait in the new pack is connected to the hole that was cut in the existing pack.
 - vii. Ensure the pack is secured.
 - viii. Perform final check to ensure the pack is secured and see that the installation has been done neatly.
 - ix. Installations will need to be inspected every 2 weeks until colony elimination has been achieved.
 - x. Fill out the Termite Management Report
 - xi. Site wrap up
 - Clean the treated area,
 - Collect all tools used and
 - Load to vehicle and exit site.

4.0 TERMITE COLONY ELIMINATION

4.1 Signs of Termite Colony Elimination Checklist

No.	Elimination Signs	Checkbox
a)	Fungus spots on bait	
b)	Dead termites	
c)	Termite parasites/ Termitophiles	
d)	Soldiers to worker ratio (0:0)	
e)	No active termites	

4.2 Data Collection

- Collect quantitative data on the termination ratio, bait consumption rates and bait usage.
- Document the qualitative observations on the termite appearance, condition of the bait, condition of the treatment sites and surrounding environment.
- Maintain detailed records of all data collected, ensuring accuracy and consistency.

4.3 Post-Treatment Assessment

- Three (3) months after successful elimination is achieved, conduct a comprehensive termite inspection as per recommended in the AS3660.2.17 including all treatment areas to confirm total colony elimination.

5.0 PICTORIAL

5.1 Inspecting & Plugging

Ensure bait is installed to areas where termites are active, Ideally outer feeding fronts where worker caste are present. Gently expose activity and plug hole with pre prepared bait.



5.2 Installing Bait

Bait can be installed directly within an AG Station or in the bait back direct. Ensure the station or pack is secured. If installing within pack, ensure a 2cm-3cm hole is made on the rear pack to connect to the plug.



5.3 Securing The Installation

Ensure the bait bag or AG station is adequately affixed with no holes visible or gaps in the tape to prevent atmospheric changes, moisture, airflow or insects enter the station.



5.4 Signs Of Colony Elimination

Identify and record key indicators of colony elimination that includes, Soldier to worker ratio; more workers at start of treatment and only soldiers at the end, mould meaning termites are not cleaning or feeding, dead termites or head capsules present, intoxication and sluggish movement, termite parasites, mites or termitophiles present.



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