



TERMITE BAITING SYSTEM

STANDARD OPERATING PROCEDURE

**(IN GROUND BAITING INSTALLATION &
MONITORING)**



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1.0 INSTALLATION OF IN GROUND STATIONS

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.

1.2 Tool Kit Checklist (1 Site / Station QTTY will vary based on size of structure/s)

The number of In Ground Stations and In Concrete Stations will depend on the size of the structure/s. Stations are to be installed around the external of the building/s just under the gutter line in intervals of 3 meters. In addition to installing to the perimeter of the building/s, extra stations are recommended in areas at risk of termite activity such as; gardens, timber retaining walls, timber out buildings and so forth.

No.	Tools For Install	Quantity	Checkbox
a)	80mm Auger (Manual or Petrol)	1x	
b)	Concrete Core Drill w/ 75mm-87mm drill	1x	
c)	Long hose	1x	
d)	Tap fitting	1x	
e)	Spanner 8mm	1x	
f)	Shifter	1x	
g)	String line and 2 pegs	1x	
h)	Spray paint	1x	
i)	Tape Measure or Measuring Wheel	1x	
j)	Rake	1x	
k)	Dust Pan and Broom	1x	
l)	80mm In Ground Bait Stations	As per required	
m)	80mm Key Opener	1x	
n)	Timber Interceptors	As per required	
o)	In Concrete Cap	As per required	
p)	In Concrete Base Unit	As per required	
q)	Pen and Graph Paper	1x	
r)	Permanent Marker & Durable Notice	2x	
s)	First Aid Kit	1x	
No.	Tools For Baiting & Maintenance		
ab)	Demineralized Water	3x 200ml	
ac)	Measuring Jug (measures at least 200ml)	1x	
ad)	Disposable Hand Gloves	1x	
ae)	Toolbox	1x	
af)	First Aid Kit	1x	
ag)	Garbage Bags	3x	
ah)	Hand Soap	1x	
ai)	Exterminex™ RTI Termite Bait .100g	3x 100gm	
aj)	Timber Interceptors	As per required	
ak)	80mm In Ground Stations	6x	
al)	Exterminex Clean Out Tool or;	1x	
am)	Long Plyers	1x	
an)	Small scoop/ spoon to fit 80mm station	1x	
ao)	Long Flat Head Screw Driver	1x	

1.3 Site Preparation

- a) Park in a suitable and safe area.
- b) Secure the vehicle.
- c) Greet the Customer
- d) If possible, communicate with the client. Ensure the following:
 - i. A termite inspection has been carried out internal & external prior to install.
 - ii. If termite activity has been identified to a building or grounds during an inspection or you have been called upon the discovery of termite activity to a structure, It is essential to also carry out an above ground treatment program using Exterminex™ Bait and Above Ground Stations as per SOP provided separately. In addition to installing Exterminex™ In Ground Stations. Direct colony control should be obtained also as part of the termite management program.
 - iii. Provide written recommendations to the property owner, outlining necessary actions to rectify any circumstances that might compromise the effectiveness of Exterminex™ In Ground Stations. This could involve addressing issues such as fixing drainage, plumbing, or leaking taps to mitigate moisture-related problems around the property. Additionally, removing potential termite food sources like tree stumps or untreated garden sleepers is advised. Make note of possible limitations that may affect the Termite Management system installation and recommend on going inspections at least annually.
 - iv. Advise the customer what the process involves and expectations from the customer. What they can expect during the monitoring or treatment program.
 - v. Whenever possible, obtain the termite management history of the site, paying particular attention to past chemical usage to ensure stations are not installed into treated zones.
 - vi. Advise the customer do not open In Ground Stations or self-treat during the baiting process.
 - vii. Advise the customer to contact the PCO if they notice any damaged stations or termite activity near or in the building.
 - viii. Prior to install carry out a site assessment, Ask the customer if there are any safety issues that will need to be identified such as and not limited to the following: Dogs, Live exposed wires, Trip hazards, Underground pipes and etc.

1.4 Site Assessment

- a) A site assessment is carried out to identify ideal installation areas and limitations.
- b) Installation and Inspection Guideline;
 - i. Focus on areas with a moisture-rich environment around the foundation, such as air conditioning units, hot water units, irrigation systems, down-pipes, and water run-off areas, ensuring units are installed close by but not in areas where moisture pools. Termites are attracted to these zones.
 - ii. Install the Exterminex™ IG Stations near the edges of paved or concrete paths. The moisture emanating from the path facilitates termite travel and increases the chances of interception.
 - iii. Place the stations in proximity to tree stumps, trees, woodpiles, or any other wooden or cellulose materials in the garden. These serve as potential food sources for termites and are attractive locations for them.
 - iv. Ideally, position the Exterminex™ IG Station 500 mm off the foundation wall or following from the gutter line, within the soil. If there is a concrete path or slab against the foundation wall, it may be necessary to drill core holes through the concrete and install the Exterminex™ IC station. Alternatively, stations can be placed along the edge of the path or slab edge, taking advantage of the natural moisture gradient. Coring is recommended when dealing with situations like concrete driveways, patios, or wide paths.
 - v. Avoid placing the stations in soil that has been previously treated with chemicals. Instead, position them as close to the foundation wall as possible, but outside of the chemical-treated zone. Look for signs of previous chemical applications, such as loose earth along foundations, filled-in drill holes along concrete, and check the meter box for a treatment certificate, ask the client.

- vi. For a comprehensive management system, it is advisable to place ExTerminex™ IG Stations around the entire structure at 3-meter intervals. If achieving this spacing is not feasible, position the stations as close to 3 meters apart as practically possible.
- vii. Ensure that two ExTerminex™ timber interceptors are inserted per station. As part of maintenance, ExTerminex™ timber interceptors should be replaced when they show signs of excess moisture or decay, assess every visitation.
- viii. Avoid installing in areas where excess moisture may be prevalent or pooling. To ensure the effectiveness of the IG station, Ensure the stations are not installed to areas where moisture may pool or stations become waterlogged for long periods.

1.5 Marking Out The Site

- a) Set up a string line also using a tape measure the length of the walls just out from the gutter line or 500mm off the external foundation.
- b) Measure every 3 meters and mark a small dot with a spray can. These will be the installation points. Start at corners of building points and end at corner points.
- c) Move to the next wall and continue until there is a perimeter around the building. The points should be neat and inline.
- d) In addition, it is ideal to install extra In Ground stations in areas where there is a risk of termite activity such as retaining walls, gardens away from the building or additional timber structures. These additional stations can be randomly placed.

1.6 Installing In Ground Stations

- a) Begin by pre-drilling a 27cm hole in the soil point marked using a manual ExTerminex™ 80mm auger or 80mm petrol auger.
- b) Connect the base unit of the In ground station with the top cover ensuring the holes are connected accordingly and not connected with the lid holes.
- c) Attach the lid and use the key opener to open and close the lid back and forth a few times to free up movement as so that it can remove easily upon next visitation, ensure in lock.
- d) If the soil is sandy, Use an ExTerminex In Ground Sand Sleeve.
- e) Before installing the IG Station into soil, ensure that the soil level below the top cover is slightly lower as so that the top cover and lid when inserted is flush with ground level.
- f) Place the IG station in the hole, and insert 2 ExTerminex™ timber interceptors into the IG station.
- g) Remove any rubbish, soil debris and rake clean the area.
- h) Continue until complete

1.7 Installing In Concrete Stations

- a) Set up the concrete core drill with a hose on the point marked and drill out the concrete core using a 75mm-87mm drill bit as per the manufacturer's instructions.
- b) Dry out the hole if water is present from the core drill being used, Use the auger to dig out a 27cm hole and remove soil.
- c) Insert the In Concrete base unit
- d) Insert 2 timber interceptors
- e) Adjust the tension of the In Concrete Stainless Steel Cap using a spanner and install it as so that it fits and is secure into the hole.
- f) Sweep up and hose away concrete dust to ensure a stain is not left upon the surface.

1.8 Site Finalisation & Documentation

- a) Do a final check of the site and ensure that all the stations are installed and that the site has been cleaned and left in a tidy manner.
- b) Using a pen and graph paper, draw a mud map identifying the location of the stations and number each station with a permanent marker for ease of inspection and maintenance
- c) Affix a durable notice into the Meter Box and Kitchen Cupboard and complete documentation as per local standards.

2.0 INSPECTING & MAINTENANCE

2.1 Inspection of Exterminex Termite Management System

Inspections should be carried out every 6-8 weekly intervals. Increase the frequency of monitoring and bait replenishment visits when termite activity is detected. Many factors affect the feeding and foraging behaviour of termites such as time of year; species of termite; soil structure; moisture level and disturbance. Every site needs to be judged on its own merit based on a risk assessment of the location and knowledge of the termite species

- a) Park in a suitable and safe area.
- b) Secure the vehicle
- c) Greet the Customer
- d) Using the mud map, Locate the stations starting at 1
- e) Using the key opener for the In Ground Stations or a screwdriver for the In Concrete stations, Open the lid and using The Exterminex Clean Out Tool or plyers inspect the timber for termite activity. Ensure lid is in lock after inspection.

2.2 Maintenance of Exterminex Termite Management System

- f) Timber interceptors should be replaced when they are showing signs of excessive timber decay or are wet. Replacement should be carried out every 6-12 months depending on environmental factors and soil conditions.
- g) Ensure that stations are not broken and that lids are replaced.
- h) If there is excessive soil or roots in the stations, Remove the timbers using the Exterminex Clean Out Tool or plyers and a spoon that will fit the 80mm station to remove excess soil and then re insert the timber interceptors.
- i) If the stations show excessive moisture, Relocate the station to a more suitable location if possible. Advise the client if a limitation has been made to the system or if housekeeping or improvements to drainage is required.

3.0 BAIT APPLICATION TO IN GROUND STATIONS

3.1 Preparing and Installing Exterminex Termite Bait

- a) If termite activity has been identified, Place the lid back on the station to prepare the Bait.
- b) Wash hands first.
- c) Put on your PPE's i.e. nitrile or plastic gloves.
- d) 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.
- e) Carefully open the lid of the station where termites are active.
Gently install all of the prepared Exterminex™ termite bait into the station where the termites are active and close the lid.
- f) Make note of the active station number and schedule a revisit to top up the bait in 2 week's time and continue to bait until colony elimination is achieved then return to 6-8 weekly visitations and inspections.

4.0 TERMITE COLONY ELIMINATION

3.1 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	

3.2 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.

3.3 Post-Treatment Assessment

- Three (3) months after successful elimination is achieved, conduct a comprehensive termite inspection including all treatment areas to confirm total colony elimination.

5.0 PICTORIAL

5.1 Installing In Ground Stations

Using a manual Auger or Petrol Auger create a 27cm hole and install IG stations around the perimeter of the building in 3 meter intervals just out from the gutter line or 500mm off the foundation.



5.2 Installing Interceptors

Place 2 interceptors per station, Secure the lid and number each station. Ensure a mud map is created as so that stations can be easily identified per visitation.



5.3 Inspection & Maintenance

Ensure that timber interceptors are replaced every 6-12 months. Excess timber decay on the interceptors, soil or moisture and roots in the stations may render them ineffective. If stations are damaged they must be repaired or replaced.



5.4 Installing Bait

Ensure the bait is mixed with 200ml of demineralised water thoroughly in the bag. Gently remove the bait into the IG station where there is live termite activity and monitor and replenish every 14 days until colony elimination is achieved.



5.5 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.



For accreditation and detailed training: contact@exterminex.com.au
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